

EMPLOYEE SSN [REDACTED]

NAME : HUCKEY RANDALL D
POSITION NUMBER 349.03-00311000508.04

CLASS : TROOPER WORK CENTER: 0701

DATE EVAL DUE : 08/31/2005

FORM TYPE : 2F

PURPOSE : ANNUAL

System 2F ☐ Probation ☐ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE

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Reviewer's Signature

SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION



DEPARTMENT OF PERSONNEL STATE OF TENNESSEE JOB PERFORMANCE PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE 1
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]

REVIEWER'S SSN [REDACTED]

FIRST INTERIM REVIEW

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE

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SECOND INTERIM REVIEW

X *[Signature]*
Employee's Signature

[Signature]
Supervisor's Signature

MO DAY YR

DATE

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TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

- | | | Exceptional | Superior | Good | Marginal | Not Acceptable | Not Applicable |
|--|-----|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Enforcing motor vehicle and related laws | 1. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2. Investigating accidents | 2. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3. Investigations (all types) | 3. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4. Preparing and presenting cases in court | 4. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 5. Collection and submission of state revenues | 5. | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 6. Administering tests | 6. | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 7. Processing photo licenses | 7. | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 8. Preparing and submitting documents, reports, and correspondence | 8. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 9. Maintaining good public relations | 9. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 10. Maintaining personal conduct and appearance standards | 10. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 11. Care and use of vehicles, equipment, and supplies | 11. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 12. Communications | 12. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 13. Receiving and following orders/instructions | 13. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 14. Demonstrating concern for the department | 14. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 15. Use of work time | 15. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 16. Leadership and supervision | 16. | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 17. Administration | 17. | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 18. Conducting the job performance planning and evaluation program | 18. | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 19. Reviewing job performance plans and evaluation forms | 19. | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 20. | 20. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 21. | 21. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 22. | 22. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 23. | 23. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

EMPLOYEE

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

DATE OF EVALUATION
MO DAY YR

0 2 2 7 0 5

2-28-05

EMPLOYEE SSN: [REDACTED]

NAME : HUCKEY RANDALL D
POSITION NUMBER 349.03-00311000508.04
CLASS : TROOPER WORK CENTER: 0701
DATE EVAL DUE : 08/31/2005
FORM TYPE : 2F
PURPOSE : ANNUAL

SYSTEM 2F SAFETY UNIFORM PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED] - [REDACTED] - [REDACTED]
REVIEWER'S SSN [REDACTED] - [REDACTED] - [REDACTED]

System 2F ☐ Probation ☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Randy Huckey Employee's Signature
Sgt. Michael Michener Supervisor's Signature
A. Chappell Sanders Reviewer's Signature
DATE 073004

FIRST INTERIM REVIEW
Randy Huckey Employee's Signature
Sgt. Michael Michener Supervisor's Signature
DATE 102904

SECOND INTERIM REVIEW
Randy Huckey Employee's Signature
Sgt. Michael Michener Supervisor's Signature
DATE 022705

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

		Not Acceptable	Marginal	Good	Superior	Exceptional	AGREE	PARTIALLY AGREE	DISAGREE
1. Enforcing motor vehicle and related laws	☐	☐	☐	☐	☐	☐	☐	☐	☐
2. Investigating accidents	☐	☐	☐	☐	☐	☐	☐	☐	☐
3. Investigations (all types)	☐	☐	☐	☐	☐	☐	☐	☐	☐
4. Preparing and presenting cases in court	☐	☐	☐	☐	☐	☐	☐	☐	☐
5. Collection and submission of state revenues	☒	☐	☐	☐	☐	☐	☐	☐	☐
6. Administering tests	☒	☐	☐	☐	☐	☐	☐	☐	☐
7. Processing photo licenses	☒	☐	☐	☐	☐	☐	☐	☐	☐
8. Preparing and submitting documents, reports, and correspondence	☐	☐	☐	☐	☐	☐	☐	☐	☐
9. Maintaining good public relations	☐	☐	☐	☐	☐	☐	☐	☐	☐
10. Maintaining personal conduct and appearance standards	☐	☐	☐	☐	☐	☐	☐	☐	☐
11. Care and use of vehicles, equipment, and supplies	☐	☐	☐	☐	☐	☐	☐	☐	☐
12. Communications	☐	☐	☐	☐	☐	☐	☐	☐	☐
13. Receiving and following orders/instructions	☐	☐	☐	☐	☐	☐	☐	☐	☐
14. Demonstrating concern for the department	☐	☐	☐	☐	☐	☐	☐	☐	☐
15. Use of work time	☒	☐	☐	☐	☐	☐	☐	☐	☐
16. Leadership and supervision	☒	☐	☐	☐	☐	☐	☐	☐	☐
17. Administration	☒	☐	☐	☐	☐	☐	☐	☐	☐
18. Conducting the job performance planning and evaluation program	☒	☐	☐	☐	☐	☐	☐	☐	☐
19. Reviewing job performance plans and evaluation forms	☐	☐	☐	☐	☐	☐	☐	☐	☐
20.	☐	☐	☐	☐	☐	☐	☐	☐	☐
21.	☐	☐	☐	☐	☐	☐	☐	☐	☐
22.	☐	☐	☐	☐	☐	☐	☐	☐	☐
23.	☐	☐	☐	☐	☐	☐	☐	☐	☐

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION ON PAGE 18 OF THIS BOOKLET)

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

EMPLOYEE
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES
DATE OF EVALUATION
MO DAY YR
08 12 05

Randy Huckey Employee's Signature
Sgt. Michael Michener Supervisor's Signature
08-12-05 Date
08/12/05 Date

A. Chappell Sanders Reviewer's Signature
Fred Phillips Appointing Authority's Signature
8-14-05 Date
RDA-1286

information in documents, reports, and correspondence is accurate and complete
C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines

1. ENFORCING MOTOR VEHICLE AND RELATED LAWS

Evaluation of Employee Performance						Employee
NOT RESPONSIBILITY DOES NOT APPLY	ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	
☐	☐	☐	☐	☐	☒	☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Enforces the laws equally and fairly	☒	☐	☐	☐
B. Recognizes violations and issues the proper document or documents for the violation committed	☒	☐	☐	☐
C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area	☒	☐	☐	☒
D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time	☒	☐	☐	☒
E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued	☒	☐	☐	☒
F.	☒	☐	☐	☐
G.	☒	☐	☐	☐

Additional observations or comments, if any:

2. INVESTIGATING ACCIDENTS

Evaluation of Employee Performance						Employee
NOT RESPONSIBILITY DOES NOT APPLY	ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	
☐	☐	☐	☐	☐	☒	☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal	☒	☐	☐	☒
B. Insures that victims' needs and property are properly taken care of	☒	☐	☐	☒
C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered	☒	☐	☐	☒
D. Accident scene schematic is detailed and accurately depicts the accident	☒	☐	☐	☒
E. Takes proper enforcement action when necessary	☒	☐	☐	☒
F. Provides proper form and clearly explains to victims their legal obligation to report the accident	☒	☐	☐	☐
G.	☒	☐	☐	☐
H.	☒	☐	☐	☐

Additional observations or comments, if any:

PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☒ SUPERIOR
 ☐ EXCEPTIONAL

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence
 B. Information in documents, reports, and correspondence is accurate and complete
 C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A.	☐	☐	☒	☐
B.	☐	☐	☒	☐
C.	☐	☐	☒	☐

3. INVESTIGATIONS (ALL TYPES)

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

A. Statement of the problem is clear, and does not require further clarification
 B. The information needed and the methods to obtain the information are determined prior to the collection of facts
 C. Effectively collects all pertinent facts
 D. Recommendations demonstrate an objective and fair evaluation of the facts
 E. Completes all investigations in a timely manner and within the designated time frames when applicable
 F. Notifies supervisors of any problems concerning investigations
 G.
 H.

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A.	☐	☐	☐	☒
B.	☐	☐	☐	☒
C.	☐	☐	☐	☒
D.	☐	☐	☐	☒
E.	☐	☐	☐	☒
F.	☐	☐	☐	☒
G.	☐	☐	☐	☒
H.	☐	☐	☐	☐

Additional observations or comments, if any:

4. PREPARING AND PRESENTING CASES IN COURT

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

A. All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures
 B. Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate
 C. Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court
 D. Appears for court on the proper day and time
 E. Gives clear, thorough, and accurate testimony. Further clarification is not needed
 F. Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure
 G. Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator
 H. Properly follows up all citations to their final disposition in a reasonable time period
 I.
 J.

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A.	☐	☐	☐	☒
B.	☐	☐	☐	☒
C.	☐	☐	☐	☒
D.	☐	☐	☐	☒
E.	☐	☐	☐	☒
F.	☐	☐	☐	☒
G.	☐	☐	☐	☒
H.	☐	☐	☒	☐
I.	☐	☐	☐	☐
J.	☐	☐	☐	☐

Additional observations or comments, if any:

- Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence
- B. Information in documents, reports, and correspondence is accurate and complete
- C. Submits all required documents and reports on time. Notifies supervisor of any delays

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
☐	☐	☒	☐
☐	☐	☒	☐

5. COLLECTION AND SUBMISSION OF STATE REVENUES

Evaluation of Employee Performance						Employee			
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL		☐ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE			
☒ RESPONSIBILITY DOES NOT APPLY									
Description of Employee Performance									
						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Collects only authorized revenues						☒	☐	☐	☐
B. Submits appropriate collected revenues on time						☒	☐	☐	☐
C. Gives the proper receipts for collected revenues						☒	☐	☐	☐
D. Submits an appropriate copy of the receipt with the collected revenues						☒	☐	☐	☐
E.						☒	☐	☐	☐
F.						☒	☐	☐	☐
Additional observations or comments, if any:									

6. ADMINISTERING TESTS

Evaluation of Employee Performance						Employee			
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL		☐ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE			
☒ RESPONSIBILITY DOES NOT APPLY									
Description of Employee Performance									
						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Grades fairly and correctly, taking adequate time to discuss errors made						☒	☐	☐	☐
B. Greets applicants cheerfully and interviews them thoroughly with promptness and courtesy while adhering to official examining standards						☒	☐	☐	☐
C. Checks applications for accuracy; detects all errors before applicants depart						☒	☐	☐	☐
D. Cash receipts balance. Checks receipts at regular intervals						☒	☐	☐	☐
E. Demonstrates a thorough working knowledge of procedures for qualifying an applicant						☒	☐	☐	☐
F. Properly verifies required identification. Detects fraudulent applicants and takes appropriate action						☒	☐	☐	☐
G.						☒	☐	☐	☐
H.						☒	☐	☐	☐
Additional observations or comments, if any:									

7. PROCESSING PHOTO LICENSES

Evaluation of Employee Performance						Employee			
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL		☐ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE			
☒ RESPONSIBILITY DOES NOT APPLY									
Description of Employee Performance									
						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Checks photo card for accuracy, verifies identity of subject, and gives subject adequate time for composure						☒	☐	☐	☐
B. Operates camera efficiently, making any necessary adjustments and ensuring correct backdrop and proper position						☒	☐	☐	☐
C. Checks quality of photo license prior to issuing						☒	☐	☐	☐
D.						☒	☐	☐	☐
E.						☒	☐	☐	☐
Additional observations or comments, if any:									

8. PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

- A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence
- B. Information in documents, reports, and correspondence is accurate and complete
- C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines
- D. Insures that required documents and reports are properly distributed
- E. Responses to correspondence follow departmental guidelines
- F.
- G.

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSISTENTLY

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Additional observations or comments, if any:

All documents and reports are detailed and turned in a timely manner. Sgt. Huckleby needs to have Troopers sign and date documents that are handed down for immediate attention and compliance. Sgt. Huckleby needs to check crash reports daily and cosely. I have discuss with Sgt. Huckleby reference to keeping a close wacth on crash reports and there accuracy. Sgt. Huckleby is proginging very well with data capture.

9. MAINTAINING GOOD PUBLIC RELATIONS

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

- A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants
- B. Provides effective help in situations that require assistance
- C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations
- D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy
- E. Follows departmental guidelines when communicating with the public, news media and other outside agencies
- F.
- G.

DOES NOT
Apply

SELDOM

MOST OF
THE TIME

CONSISTENTLY

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Additional observations or comments, if any:

10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Employee

☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Obeys all criminal and civil laws at all times	☐	☐	☐	☒
B. Discharges duties according to departmental policies and regulations	☐	☐	☐	☒
C. Conduct and speech on duty reflect positively on the department	☐	☐	☐	☒
D. Maintains appearance and uniform equipment /accessories in accordance with departmental policies and regulations	☐	☐	☐	☒
E.	☐	☐	☐	☒
F.	☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckleby obeys all laws while on duty. Sgt. Huckleby maintains a good appearance, his uniform is clean, pressed his boots are shined. Sgt. Huckleby speaks well of the department while on and off duty.

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Employee

☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Schedules vehicles and equipment in advance	☐	☐	☐	☒
B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person	☐	☐	☒	☐
C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented	☐	☐	☒	☐
D. Maintains security of facilities, equipment, and monies	☐	☐	☐	☒
E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages	☐	☐	☐	☒
F. Obeys all traffic laws while operating vehicle in routine circumstances	☐	☐	☐	☒
G. Insures that vehicles and equipment are not damaged through personal neglect	☐	☐	☐	☒
H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones)	☐	☐	☐	☒
I. Does not make purchases or repairs without prior approval	☐	☐	☐	☒
J. Keeps firearms clean and in proper working order	☐	☐	☒	☐
K. Follows departmental policy concerning use of and modification of firearms	☒	☐	☐	☐
L. Keeps the work facilities clean and orderly	☐	☐	☐	☐
M. Keeps the portable scales clean and calibrated	☐	☐	☐	☐
N.	☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckleby schedules vehicle maintenance in advance of due dated. Sgt. Huckleby's vehicle is clean and in good working condition. Sgt. Huckleby obeys all traffic laws while operating his patrol unit in routine patrol, he keeps his firearm's clean and in proper working order.

12. COMMUNICATIONS

Evaluation of Employee Performance						Employee
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL		☒ AGREES
☐	☐	☐	☒	☐		☐ PARTIALLY AGREES
						☐ DISAGREES

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation	☐	☐	☐	☒
B. Verifies that listeners correctly understand communications	☐	☐	☒	☐
C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary	☐	☐	☐	☒
D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request	☐	☐	☒	☐
E.	☐	☐	☐	☐
F.	☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckleby communicates clearly and effective when dealing with the public and other agencies. Sgt. Huckleby communicates well with other Troopers. Sgt. Huckleby informs his superiors of problems in the work unit orally and most of the time in writing.

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Evaluation of Employee Performance						Employee
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL		☒ AGREES
☐	☐	☐	☐	☒		☐ PARTIALLY AGREES
						☐ DISAGREES

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary	☐	☐	☐	☒
B. Accepts and effectively implements orders/ instructions in a way which is in the best interest of the department and officers	☐	☐	☒	☐
C. Discusses in a professional manner any disagreement or misunderstanding about an order/ instruction with-supervisor in private	☐	☐	☐	☒
D. Promptly informs supervisor of any situation which interferes with carrying out orders/ instructions	☐	☐	☒	☒
E. Follows appropriate chain of command both up and down	☐	☐	☐	☐
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckleby effectively implements orders and instructions. Sgt. Huckleby understands oral and written orders. Sgt. Huckleby follows the chain of command both up and down.

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Evaluation of Employee Performance		Employee						
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL				
☐	☐	☐	☐	☒	☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES			
RESPONSIBILITY DOES NOT APPLY								
Description of Employee Performance								
					DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion					☐	☐	☐	☒
B. Promotes a positive work atmosphere; does not malign or undermine the work of others					☐	☐	☐	☒
C. Effectively assists in the orientation and training of inexperienced employees					☐	☐	☐	☒
D. Willingly assumes additional duties or responsibilities when requested to do so					☐	☐	☒	☐
E. Constructively participates in special assignments					☐	☐	☐	☒
F. Adjusts personal schedule to meet the needs of the department					☐	☐	☐	☒
G. Takes appropriate steps to improve performance when given constructive criticism					☐	☐	☒	☐
H.					☐	☐	☐	☐
I.					☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckleby follows all departmental policies and procedures. Sgt. Huckleby is willing to assume additional duties and responsibilities when requested. Sgt. Huckleby adjusts his personal schedule to meet the needs of the department. Sgt. Huckleby is improving daily in his performance as a Sergeant..

15. USE OF WORK TIME

Evaluation of Employee Performance		Employee						
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL				
☐	☐	☐	☐	☒	☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES			
RESPONSIBILITY DOES NOT APPLY								
Description of Employee Performance								
					DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A. Reports for all assigned duties on time and at the proper place					☐	☐	☐	☒
B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift					☐	☐	☐	☒
C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention					☐	☐	☒	☐
D. Uses discretion in the use of leave					☐	☐	☐	☒
E. Follows departmental guidelines for use of meal and break time					☐	☐	☐	☒
F. Remains on duty assignment until properly relieved					☐	☐	☐	☒
G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time					☐	☐	☐	☒
H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision					☐	☐	☒	☐
I.					☐	☐	☐	☐
J.					☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckleby reports for all assignments on time and remains on assignment until he is relieved. Any unscheduled absences by Sgt. Huckleby is reported to his supervisor prior to the beginning of his shift.

6. LEADERSHIP AND SUPERVISORY

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☒	☐	☒	☐	☐	
A. Recommendations for disciplinary action are fair, unbiased, appropriate for the offense, and are designed to teach rather than punish	☐	☐	☐	☒	☐	☐	☐	☐	
B. Recommendations for disciplinary action are within the scope of authority of the supervisor	☐	☐	☐	☐	☐	☐	☐	☐	
C. Sets positive examples for all employees to follow	☐	☐	☐	☐	☐	☐	☐	☐	
D. Shows concern for welfare of employees and treats them with dignity and respect	☐	☐	☐	☐	☐	☐	☐	☐	
E. Presents program policy and procedures in a positive and supportive manner	☐	☐	☐	☐	☐	☐	☐	☐	
F. Monitors work of employees and points out job performance that is unacceptable in a positive, constructive manner. Demonstrates or explains to the employee the acceptable method for carrying out all major job responsibilities	☐	☐	☐	☐	☐	☐	☐	☐	
G. Quickly and accurately evaluates personnel problems and takes appropriate corrective action immediately	☐	☐	☐	☐	☐	☐	☐	☐	
H. Insures that employees follow the chain of command	☐	☐	☐	☐	☐	☐	☐	☐	
I. Allows subordinates to use their own initiative in how they perform a task	☐	☐	☐	☐	☐	☐	☐	☐	
J. Insures that facilities are operated and maintained according to policy and procedures	☐	☐	☐	☐	☐	☐	☐	☐	
K. Insures that employees understand departmental policies and procedures	☐	☐	☐	☐	☐	☐	☐	☐	
L.	☐	☐	☐	☐	☐	☐	☐	☐	
M.	☐	☐	☐	☐	☐	☐	☐	☐	

Additional observations or comments, if any:

Sgt. Huckleby is fair and unbiased with the Troopers he supervises. Sgt. Huckleby is improving in his supervisory skills daily. Sgt. Huckleby needs to insure that the Troopers he supervises stay within the chain of command. Personnel problems within the troop should receive Sgt. Huckleby's immediate attention and corrective action should be taken. Sgt. Huckleby needs to put his job responsibilities in order of importance.

17. ADMINISTRATION

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☒ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☐	☐	☐	☐	
A. Seeks out ways to involve staff and seeks their commitment to departmental goals. Clearly explains goals and objectives of the department to employees	☐	☐	☐	☐	☐	☐	☐	☐	
B. Assignment of duties is fair, consistent, effectively utilizes personnel, and is based on needs	☐	☐	☐	☐	☐	☐	☐	☐	
C. Effectively and evenly enforces personnel policy and procedures	☐	☐	☐	☐	☐	☐	☐	☐	
D. Effectively provides employees with correct information on policies and procedures, or makes appropriate referrals	☐	☐	☐	☐	☐	☐	☐	☐	
E. Records are properly maintained and distributed, correctly filed, easily retrievable, and up to date	☐	☐	☐	☐	☐	☐	☐	☐	
F.	☐	☐	☐	☐	☐	☐	☐	☐	
G.	☐	☐	☐	☐	☐	☐	☐	☐	

Additional observations or comments, if any:

Employee SSN [REDACTED] - [REDACTED] - [REDACTED]

Employee Name Randy D Huckeby

Employee Pos. Number 349.0-300311000400.03

Class Sergeant Work Center 0701

Evaluation Due March 31, 2009

Evaluation Type: System 2F

Purpose Annual ☒ Other (Do Not Use Label)

System 2F ☐ Probation ☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Sgt. Randy Huckeby Employee's Signature
[Signature] Supervisor's Signature

[Signature] Reviewer's Signature
DATE 051608



DEPARTMENT OF PERSONNEL STATE OF TENNESSEE JOB PERFORMANCE PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED] - [REDACTED] - [REDACTED]

REVIEWER'S SSN [REDACTED] - [REDACTED] - [REDACTED]

FIRST INTERIM REVIEW

Sgt. Randy Huckeby Employee's Signature

[Signature] Supervisor's Signature

MO DAY YR
DATE 082908

SECOND INTERIM REVIEW

Sgt. Randy Huckeby Employee's Signature

[Signature] Supervisor's Signature

MO DAY YR
DATE 120508

TO THE EMPLOYEE BEING EVALUATED Mark whether you Agree, Partially Agree or Disagree with each rating

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

1. Enforcing motor vehicle and related laws
2. Investigating accidents
3. Investigations (all types)
4. Preparing and presenting cases in court
5. Collection and submission of state revenues
6. Administering tests
7. Processing photo licenses
8. Preparing and submitting documents, reports, and correspondence
9. Maintaining good public relations
10. Maintaining personal conduct and appearance standards
11. Care and use of vehicles, equipment, and supplies
12. Communications
13. Receiving and following orders/ instructions
14. Demonstrating concern for the department
15. Use of work time
16. Leadership and supervision
17. Administration
18. Conducting the job performance planning and evaluation program
19. Reviewing job performance plans and evaluation forms
- 20.
- 21.
- 22.
- 23.

RECEIVED
MAY 04 2009
HUMAN RESOURCES

	Exceptional	Superior	Good	Marginal	Not Acceptable	Not Applicable	AGREE	PARTIALLY AGREE	DISAGREE
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT
ACCEPTABLE
1

MARGINAL
2

GOOD
3

SUPERIOR
4

EXCEPTIONAL
5

EMPLOYEE
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

DATE OF EVALUATION
MO DAY YR
041309

Sgt. Randy Huckeby Employee's Signature
[Signature] Supervisor's Signature

[Signature] Reviewer's Signature

Appointing Authority's Signature

Date RDA-1280

ENFORCING MOTOR VEHICLE AND RELATED LAWS

Evaluation of Employee Performance

Employee

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

☒ AGREES☐ PARTIALLY AGREES☐ DISAGREES☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIMECONSIS-
TENTLY

A. Enforces the laws equally and fairly

☐☐☐☒

B. Recognizes violations and issues the proper document or documents for the violation committed

☐☐☐☒

C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area.

☐☐☒☐

D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time

☐☐☒☐

E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued

☐☐☐☒

F.

☐☐☐☐

G.

☐☐☐☐

Additional observations or comments, if any:

Sgt. Huckleby enforces the laws equally and fairly. Sgt. Huckleby demonstrates a thorough knowledge of laws and enforcement procedures.

2. INVESTIGATING ACCIDENTS

Evaluation of Employee Performance

Employee

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

☒ AGREES☐ PARTIALLY AGREES☐ DISAGREES☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIMECONSIS-
TENTLY

A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal

☐☐☐☒

B. Insures that victims' needs and property are properly taken care of

☐☐☐☒

C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered

☐☐☐☒

D. Accident scene schematic is detailed and accurately depicts the accident

☐☐☐☒

E. Takes proper enforcement action when necessary

☐☐☐☒

F. Provides proper form and clearly explains to victims their legal obligation to report the accident

☐☐☐☒

G.

☐☐☐☐

H.

☐☐☐☐

Additional observations or comments, if any:

Sgt. Huckleby protects the Crash scene and keeps traffic flowing. He insures the care of victim's needs and property. He insures that the crash scene is marked and photo's are taken in the event that CIRT is called at a later date. Sgt. Huckleby obtains all necessary information to complete crash reports; he insures that the proper forms and information is given to the victims' involved in a crash.

3. INVESTIGATIONS (ALL TYPES)

Evaluation of Employee Performance

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY

☐☐☐☐☒

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- A. Statement of the problem is clear, and does not require further clarification
- B. The information needed and the methods to obtain the information are determined prior to the collection of facts
- C. Effectively collects all pertinent facts
- D. Recommendations demonstrate an objective and fair evaluation of the facts
- E. Completes all investigations in a timely manner and within the designated time frames when applicable
- F. Notifies supervisors of any problems concerning investigations

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☐
☐	☐	☐	☐

G

H

Additional observations or comments, if any:

Sgt. Huckeby collects all facts and data during an investigation and completes all investigations in a timely matter.

4. PREPARING AND PRESENTING CASES IN COURT

Evaluation of Employee Performance

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY

☐☐☐☐☒

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- A. All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures
- B. Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate
- C. Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court
- D. Appears for court on the proper day and time
- E. Gives clear, thorough, and accurate testimony. Further clarification is not needed
- F. Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure
- G. Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator
- H. Properly follows up all citations to their final disposition in a reasonable time period

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☐	☐
☐	☐	☐	☐

Additional observations or comments, if any:

All evidence and facts for prosecution are collected and preserved for court. Sgt. Huckeby reviews facts of a case with the DA prior to the court date. Sgt. Huckeby conducts himself in a professional manner while in court and avoids any conflicts with the judge and attorneys. Sgt. Huckeby appears in court on appropriate date and time.

SUPERVISOR'S SSN

REVIEWER'S SSN

8. PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence	☐	☐	☐	☐	☐	☐	☒	☐	
B. Information in documents, reports, and correspondence is accurate and complete	☐	☐	☐	☐	☐	☐	☒	☐	
C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines	☐	☐	☐	☐	☐	☐	☒	☐	
D. Insures that required documents and reports are properly distributed	☐	☐	☐	☐	☐	☐	☒	☐	
E. Responses to correspondence follow departmental guidelines	☐	☐	☐	☐	☐	☐	☒	☐	
F.	☐	☐	☐	☐	☐	☐	☐	☐	
G.	☐	☐	☐	☐	☐	☐	☐	☐	

Additional observations or comments, if any:

All documents and reports should be turned in a timely manner. Sgt. Huckeby needs to check crash reports daily and closely. I have discuss with Sgt. Huckeby reference to keeping a close watch on crash reports and there accuracy. Schedules should be done well in advance and can be for a few months at a time. Troopers reports must be turned in in a timely matter and crash reports turned in with-in two days. All CMV inspection need to be completed by July 1, 2009 for Troopers under his supervision. Sgt. Huckeby does a great job with the dragon overtime, he makes sure Troopers enter there activity into GARS on time.

9. MAINTAINING GOOD PUBLIC RELATIONS

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants	☐	☐	☐	☐	☐	☐	☐	☒	
B. Provides effective help in situations that require assistance	☐	☐	☐	☐	☐	☐	☐	☒	
C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations	☐	☐	☐	☐	☐	☐	☐	☒	
D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy	☐	☐	☐	☐	☐	☐	☐	☒	
E. Follows departmental guidelines when communicating with the public, news media and other outside agencies	☐	☐	☐	☐	☐	☐	☐	☐	
F.	☐	☐	☐	☐	☐	☐	☐	☐	
G.	☐	☐	☐	☐	☐	☐	☐	☐	

Additional observations or comments, if any:

Sgt. Huckeby explains the provisions of T.C.A., to the motoring public in a clear and courteous manner, he follows departmental guidelines when communicating with the public and news media and other agencies.

10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Obeys all criminal and civil laws at all times	☐	☐	☐	☒
B. Discharges duties according to departmental policies and regulations	☐	☐	☐	☒
C. Conduct and speech on duty reflect positively on the department	☐	☐	☐	☒
D. Maintains appearance and uniform equipment /accessories in accordance with departmental policies and regulations	☐	☐	☐	☒
E.	☐	☐	☐	☐
F.	☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckleby obeys all laws while on duty. Sgt. Huckleby maintains a good appearance, his uniform is clean, pressed, his boots are shined. Sgt. Huckleby speaks well of the department while on and off duty.

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Schedules vehicles and equipment in advance	☐	☐	☐	☒
B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person	☐	☐	☒	☐
C. Insures that vehicle and equipment are clean and in safe working condition.	☐	☐	☐	☒
D. Maintains security of facilities, equipment, and monies	☐	☐	☐	☒
E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages	☐	☐	☐	☒
F. Obeys all traffic laws while operating vehicle in routine circumstances	☐	☐	☐	☒
G. Insures that vehicles and equipment are not damaged through personal neglect	☐	☐	☐	☒
H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones)	☐	☐	☐	☒
I. Does not make purchases or repairs without prior approval	☒	☐	☐	☐
J. Keeps firearms clean and in proper working order	☐	☐	☐	☐
K. Follows departmental policy concerning use of and modification of firearms	☐	☐	☐	☐
L. Keeps the work facilities clean and orderly	☐	☐	☐	☐
M. Keeps the portable scales clean and calibrated	☐	☐	☐	☐
N.				
O.				

Additional observations or comments, if any:

Sgt. Huckleby schedules vehicle maintenance in advance of due dated. Sgt. Huckleby's vehicle is clean and in good working condition. Huckleby obeys all traffic laws while operating his patrol unit in routine patrol, he keeps his firearm's clean and in proper working condition.

12. COMMUNICATIONS

Evaluation of Employee Performance

Employee

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation
- B. Verifies that listeners correctly understand communications
- C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary
- D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSTANTLY
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☐
☐	☐	☐	☐

F. Additional observations or comments, if any:

Sgt. Huckleby communicates clearly and effective when dealing with the public and other agencies. Sgt. Huckleby communicates well with other Troopers. Sgt. Huckleby informs his superiors of problems in the work unit orally and most of the time in writing or e mail.

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Evaluation of Employee Performance

Employee

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary
- B. Accepts and effectively implements orders/ instructions in a way which is in the best interest of the department and officers
- C. Discusses in a professional manner any disagreement or misunderstanding about an order/ instruction with-supervisor in private
- D. Promptly informs supervisor of any situation which interferes with carrying out orders/ instructions
- E. Follows appropriate chain of command both up and down

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSTANTLY
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☐
☐	☐	☐	☐

F. Additional observations or comments, if any:

Sgt. Huckleby effectively implements orders and instructions. Sgt. Huckleby understands oral and written orders. Sgt. Huckleby follows the chain of command both up and down.

EMPLOYEE SSN : [REDACTED]

NAME : HUCKEY RANDALL D

POSITION NUMBER 349.03-00316000504.05

CLASS : TROOPER WORK CENTER:1206



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Employee
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion	☐	☐	☐	☒
B. Promotes a positive work atmosphere; does not malign or undermine the work of others	☐	☐	☐	☒
C. Effectively assists in the orientation and training of inexperienced employees	☐	☐	☐	☒
D. Willingly assumes additional duties or responsibilities when requested to do so	☐	☐	☐	☒
E. Constructively participates in special assignments	☐	☐	☐	☒
F. Adjusts personal schedule to meet the needs of the department	☐	☐	☐	☒
G. Takes appropriate steps to improve performance when given constructive criticism	☐	☐	☐	☒
H.	☐	☐	☐	☐
I.	☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckeby follows all departmental policies and procedures. Sgt. Huckeby is willing to assume additional duties and responsibilities when requested. Sgt. Huckeby adjusts his personal schedule to meet the needs of the department. Sgt. Huckeby continues to improve daily in his performance as a Sergeant.

15. USE OF WORK TIME

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Employee
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Reports for all assigned duties on time and at the proper place	☐	☐	☐	☒
B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift	☐	☐	☐	☒
C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention	☐	☐	☒	☒
D. Uses discretion in the use of leave	☐	☐	☐	☒
E. Follows departmental guidelines for use of meal and break time	☐	☐	☐	☒
F. Remains on duty assignment until properly relieved	☐	☐	☐	☒
G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time	☐	☐	☐	☒
H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision	☐	☐	☐	☐
I.	☐	☐	☐	☐

Additional observations or comments, if any:

Sgt. Huckeby reports for all assignments on time and remains on assignment until he is relieved. Any unscheduled absences by Sgt. Huckeby is reported to his supervisor prior to the beginning of his shift. Sgt. Huckeby should assure all CMV inspection are completed. Sgt. Huckeby needs to review reports that are turn in during the week.

EMPLOYEE SSN : [REDACTED]

SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION FORM

NAME : HUCKEY RANDALL D

POSITION NUMBER 349.03-00316000504.05

CLASS : TROOPER WORK CENTER:1206

DATE EVAL DUE : 08-31-2001

FORM TYPE : 2F
PURPOSE : ANNUAL



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED] - [REDACTED] - [REDACTED]

REVIEWER'S SSN [REDACTED] - [REDACTED] - [REDACTED]

System 2F ☐ Probation ☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature: Randy Huckey
Supervisor's Signature: Jackie M. Stevens
Reviewer's Signature: [Signature]
DATE: 09/01/00

FIRST INTERIM REVIEW

Employee's Signature: Randy Huckey
Supervisor's Signature: Jackie M. Stevens
DATE: 12/30/00

SECOND INTERIM REVIEW

Employee's Signature: Randy Huckey
Supervisor's Signature: Jackie M. Stevens
DATE: 04/04/01

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

1. Enforcing motor vehicle and related laws	☐	☐	☐	☐	☒
2. Investigating accidents	☐	☐	☐	☐	☒
3. Investigations (all types)	☐	☐	☐	☐	☒
4. Preparing and presenting cases in court	☐	☐	☐	☐	☒
5. Collection and submission of state revenues	☒	☐	☐	☐	☐
6. Administering tests	☒	☐	☐	☐	☐
7. Processing photo licenses	☐	☐	☐	☐	☒
8. Preparing and submitting documents, reports, and correspondence	☐	☐	☐	☐	☒
9. Maintaining good public relations	☐	☐	☐	☐	☒
10. Maintaining personal conduct and appearance standards	☐	☐	☐	☐	☒
11. Care and use of vehicles, equipment, and supplies	☐	☐	☐	☐	☒
12. Communications	☐	☐	☐	☐	☒
13. Receiving and following orders/instructions	☐	☐	☐	☐	☒
14. Demonstrating concern for the department	☐	☐	☐	☐	☒
15. Use of work time	☐	☐	☐	☐	☒
16. Leadership and supervision	☐	☐	☐	☐	☒
17. Administration	☐	☐	☐	☐	☒
18. Conducting the job performance planning and evaluation program	☐	☐	☐	☐	☒
19. Reviewing job performance plans and evaluation forms	☐	☐	☐	☐	☒
20.	☐	☐	☐	☐	☒
21.	☐	☐	☐	☐	☒
22.	☐	☐	☐	☐	☒
23.	☐	☐	☐	☐	☒

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

EMPLOYEE
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

DATE OF EVALUATION
MO DAY YR
08 08 01

Employee's Signature: Randy Huckey Date: 08-08-01
Supervisor's Signature: Jackie M. Stevens Date: 08-08-01
Reviewer's Signature: [Signature] Date: 08-08-01
Appointing Authority's Signature: [Signature] Date: 8-21-01

Review each of the applicable job performance responsibilities.
Indicate how often each of the work behaviors and outcomes was carried out by the employee.
If the opportunity to perform some of the behaviors did not occur, mark the box in the column labeled "Does Not Apply."
Evaluate the employee's performance on each of the applicable responsibilities. Be sure to mark the "Not Applicable" box for all responsibilities that do not apply to this employee.
Copy your evaluation and recommendation on page 16 appropriate for the type of evaluation you are conducting. The Department of Personnel will evaluate and recommend based on the rater's judgment of the employee's overall contribution to the job responsibilities. The Department of Personnel is "Not Applicable," the

1. ENFORCING MOTOR VEHICLE AND RELATED LAWS

Evaluation of Employee Performance

Employee

☒ AGREE
☐ PARTIALLY AGREE
☐ DISAGREE

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Enforces the laws equally and fairly | ☒ | ☐ | ☐ | ☒ |
| B. Recognizes violations and issues the proper document or documents for the violation committed | ☒ | ☐ | ☐ | ☒ |
| C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area | ☒ | ☐ | ☐ | ☒ |
| D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time | ☒ | ☐ | ☐ | ☒ |
| E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued | ☒ | ☐ | ☐ | ☒ |
| F. | ☒ | ☐ | ☐ | ☐ |
| G. | ☒ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

2. INVESTIGATING ACCIDENTS

Evaluation of Employee Performance

Employee

☐ AGREE
☐ PARTIALLY AGREE
☐ DISAGREE

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal | ☒ | ☐ | ☐ | ☒ |
| B. Insures that victims' needs and property are properly taken care of | ☒ | ☐ | ☐ | ☒ |
| C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered | ☒ | ☐ | ☐ | ☒ |
| D. Accident scene schematic is detailed and accurately depicts the accident | ☒ | ☐ | ☐ | ☒ |
| E. Takes proper enforcement action when necessary | ☒ | ☐ | ☐ | ☐ |
| F. Provides proper form and clearly explains to victims their legal obligation to report the accident | ☒ | ☐ | ☐ | ☐ |
| G. | ☒ | ☐ | ☐ | ☐ |
| H. | ☒ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:



3. INVESTIGATIONS (ALL TYPES)

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREE	PARTIALLY AGREE	DISAGREE	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. Statement of the problem is clear, and does not require further clarification	☐	☐	☐	☐	☐	☐	☐	☒	
B. The information needed and the methods to obtain the information are determined prior to the collection of facts	☐	☐	☐	☐	☐	☐	☐	☒	
C. Effectively collects all pertinent facts	☐	☐	☐	☐	☐	☐	☐	☒	
D. Recommendations demonstrate an objective and fair evaluation of the facts	☐	☐	☐	☐	☐	☐	☐	☒	
E. Completes all investigations in a timely manner and within the designated time frames when applicable	☐	☐	☐	☐	☐	☐	☐	☒	
F. Notifies supervisors of any problems concerning investigations	☐	☐	☐	☐	☐	☐	☐	☒	
G.	☐	☐	☐	☐	☐	☐	☐	☐	
H.	☐	☐	☐	☐	☐	☐	☐	☐	
Additional observations or comments, if any:									

4. PREPARING AND PRESENTING CASES IN COURT

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREE	PARTIALLY AGREE	DISAGREE	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures	☐	☐	☐	☐	☐	☐	☐	☒	
B. Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate	☐	☐	☐	☐	☐	☐	☐	☒	
C. Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court	☐	☐	☐	☐	☐	☐	☐	☒	
D. Appears for court on the proper day and time	☐	☐	☐	☐	☐	☐	☐	☒	
E. Gives clear, thorough, and accurate testimony. Further clarification is not needed	☐	☐	☐	☐	☐	☐	☐	☒	
F. Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure	☐	☐	☐	☐	☐	☐	☐	☒	
G. Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator	☐	☐	☐	☐	☐	☐	☐	☒	
H. Properly follows up all citations to their final disposition in a reasonable time period	☐	☐	☐	☐	☐	☐	☐	☒	
I.	☐	☐	☐	☐	☐	☐	☐	☐	
J.	☐	☐	☐	☐	☐	☐	☐	☐	
Additional observations or comments, if any:									

PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Evaluation of Employee Performance

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

Employee: ☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence	☐	☐	☐	☒
B. Information in documents, reports, and correspondence is accurate and complete	☐	☐	☐	☒
C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines	☐	☐	☐	☒
D. Insures that required documents and reports are properly distributed	☐	☐	☐	☒
E. Responses to correspondence follow departmental guidelines	☐	☐	☐	☒
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

9. MAINTAINING GOOD PUBLIC RELATIONS

Evaluation of Employee Performance

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

Employee: ☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants	☐	☐	☐	☒
B. Provides effective help in situations that require assistance	☐	☐	☐	☒
C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations	☐	☐	☐	☒
D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy	☐	☐	☐	☒
E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies	☐	☐	☐	☐
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Evaluation of Employee Performance

RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

Employee: ☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Obeys all criminal and civil laws at all times	☒	☐	☐	☒
B. Discharges duties according to departmental policies and regulations	☒	☐	☐	☒
C. Conduct and speech on duty reflect positively on the department	☒	☐	☐	☒
D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations	☒	☐	☐	☒
E.	☒	☐	☐	☒
F.	☒	☐	☐	☐
G.	☒	☐	☐	☐
Additional observations or comments, if any:				

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Evaluation of Employee Performance

RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

Employee: ☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Schedules vehicles and equipment in advance	☒	☐	☐	☒
B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person	☒	☐	☐	☒
C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented	☒	☐	☐	☒
D. Maintains security of facilities, equipment, and monies	☒	☐	☐	☒
E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages	☒	☐	☐	☒
F. Obeys all traffic laws while operating vehicle in routine circumstances	☒	☐	☐	☒
G. Insures that vehicles and equipment are not damaged through personal neglect	☒	☐	☐	☒
H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones)	☒	☐	☐	☒
I. Does not make purchases or repairs without prior approval	☒	☐	☐	☐
J. Keeps firearms clean and in proper working order	☒	☐	☐	☐
K. Follows departmental policy concerning use of and modification of firearms	☒	☐	☐	☐
L. Keeps the work facilities clean and orderly	☒	☐	☐	☐
M. Keeps the portable scales clean and calibrated	☒	☐	☐	☐
N.	☒	☐	☐	☐
O.	☒	☐	☐	☐
Additional observations or comments, if any:				

12. COMMUNICATIONS

Evaluation of Employee Performance		Employee						
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐	☐	☐	☐	☒	☒	☐	☐	
RESPONSIBILITY DOES NOT APPLY								
Description of Employee Performance					DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation					☐	☐	☐	☒
B. Verifies that listeners correctly understand communications					☐	☐	☐	☒
C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary					☐	☐	☐	☒
D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request					☐	☐	☐	☒
E.					☐	☐	☐	☒
F.					☐	☐	☐	☐
Additional observations or comments, if any:					☐	☐	☐	☐

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Evaluation of Employee Performance		Employee						
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐	☐	☐	☐	☒	☒	☐	☐	
RESPONSIBILITY DOES NOT APPLY								
Description of Employee Performance					DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary					☐	☐	☐	☒
B. Accepts and effectively implements orders/instructions in a way which is in the best interest of the department and officers					☐	☐	☐	☒
C. Discusses in a professional manner any disagreement or misunderstanding about an order/instruction with supervisor in private					☐	☐	☐	☒
D. Promptly informs supervisor of any situation which interferes with carrying out orders/instructions					☐	☐	☐	☒
E. Follows appropriate chain of command both up and down					☐	☐	☐	☐
F.					☐	☐	☐	☐
G.					☐	☐	☐	☐
Additional observations or comments, if any:					☐	☐	☐	☐

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

☐ NOT ACCEPTABLE

☐ MARGINAL

☐ GOOD

☐ SUPERIOR

☒ EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion

DOES NOT APPLY

SELDOM

MOST OF THE TIME

CONSISTENTLY

B. Promotes a positive work atmosphere; does not malign or undermine the work of others

C. Effectively assists in the orientation and training of inexperienced employees

D. Willingly assumes additional duties or responsibilities when requested to do so

E. Constructively participates in special assignments

F. Adjusts personal schedule to meet the needs of the department

G. Takes appropriate steps to improve performance when given constructive criticism

H.

I.

Additional observations or comments, if any:

15. USE OF WORK TIME

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

☐ NOT ACCEPTABLE

☐ MARGINAL

☐ GOOD

☐ SUPERIOR

☒ EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

A. Reports for all assigned duties on time and at the proper place

B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift

C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention

D. Uses discretion in the use of leave

E. Follows departmental guidelines for use of meal and break time

F. Remains on duty assignment until properly relieved

G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time

H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision

I.

J.

Additional observations or comments, if any:

EMPLOYEE SSN : [REDACTED]

NAME : HUCKEY RANDALL D
POSITION NUMBER 349.03-00316000504.05
CLASS : TROOPER WORK CENTER: 1206
DATE EVAL DUE : 08/31/2002
FORM TYPE : 2F
PURPOSE : ANNUAL

SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION FORM
DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION
TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.



SUPERVISOR'S SSN [REDACTED] - [REDACTED] - [REDACTED]
REVIEWER'S SSN [REDACTED] - [REDACTED] - [REDACTED]

System 2F ☐ Probation ☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION
Employee's Signature *Randy Hucker*
Supervisor's Signature *Jackie Miller*
Reviewer's Signature *[Signature]*
DATE 09 01 01

FIRST INTERIM REVIEW
Employee's Signature *Randy Hucker*
Supervisor's Signature *Jackie Miller*
DATE 12 04 01
SECOND INTERIM REVIEW
Employee's Signature *Randy Hucker*
Supervisor's Signature *Jackie Miller*
DATE 04 30 02

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

1. Enforcing motor vehicle and related laws	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
2. Investigating accidents																							
3. Investigations (all types)																							
4. Preparing and presenting cases in court																							
5. Collection and submission of state revenues																							
6. Administering tests																							
7. Processing photo licenses																							
8. Preparing and submitting documents, reports, and correspondence																							
9. Maintaining good public relations																							
10. Maintaining personal conduct and appearance standards																							
11. Care and use of vehicles, equipment, and supplies																							
12. Communications																							
13. Receiving and following orders/instructions																							
14. Demonstrating concern for the department																							
15. Use of work time																							
16. Leadership and supervision																							
17. Administration																							
18. Conducting the job performance planning and evaluation program																							
19. Reviewing job performance plans and evaluation forms																							
20.																							
21.																							
22.																							
23.																							

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE 1 MARGINAL 2 GOOD 3 SUPERIOR 4 EXCEPTIONAL 5

EMPLOYEE
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES
DATE OF EVALUATION
MO DAY YR 10 03 02

Randy Hucker 10-03-02 Date
[Signature] 10-3-02 Date
[Signature] 10-03-02 Date
[Signature] 10-29-02 Date
RD

1. ENFORCING MOTOR VEHICLE AND RELATED LAWS

Evaluation of Employee Performance						Employee
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A. Enforces the laws equally and fairly	☒	☐	☐	☒
B. Recognizes violations and issues the proper document or documents for the violation committed	☒	☐	☐	☒
C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area.....	☒	☐	☐	☒
D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time	☒	☐	☐	☒
E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued	☒	☐	☐	☒
F.	☒	☐	☐	☐
G.	☒	☐	☐	☐

Additional observations or comments, if any:

2. INVESTIGATING ACCIDENTS

Evaluation of Employee Performance						Employee
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal	☒	☐	☐	☒
B. Insures that victims' needs and property are properly taken care of	☒	☐	☐	☒
C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered	☒	☐	☐	☒
D. Accident scene schematic is detailed and accurately depicts the accident	☒	☐	☐	☒
E. Takes proper enforcement action when necessary	☒	☐	☐	☐
F. Provides proper form and clearly explains to victims their legal obligation to report the accident	☒	☐	☐	☐
G.	☒	☐	☐	☐
H.	☒	☐	☐	☐

Additional observations or comments, if any:

INVESTIGATIONS (ALL TYPES)

Evaluation of Employee Performance

Employee

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSIS-
TENTLY

- A. Statement of the problem is clear, and does not require further clarification
- B. The information needed and the methods to obtain the information are determined prior to the collection of facts
- C. Effectively collects all pertinent facts
- D. Recommendations demonstrate an objective and fair evaluation of the facts
- E. Completes all investigations in a timely manner and within the designated time frames when applicable
- F. Notifies supervisors of any problems concerning investigations
- G.
- H.

☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☐
☒	☐	☐	☐

Additional observations or comments, if any:

PREPARED AND PRESENTING CASES IN COURT

Evaluation of Employee Performance

Employee

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSIS-
TENTLY

- A. All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures
- B. Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate
- C. Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court
- D. Appears for court on the proper day and time
- E. Gives clear, thorough, and accurate testimony. Further clarification is not needed
- F. Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure
- G. Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator
- H. Properly follows up all citations to their final disposition in a reasonable time period
- I.
- J.

☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☒
☒	☐	☐	☐
☒	☐	☐	☐

Additional observations or comments, if any:

PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Evaluation of Employee Performance						Employee
☐ NOT ACCEPTABLE	☐ MARGINAL	☐ GOOD	☐ SUPERIOR	☒ EXCEPTIONAL	☒ AGREE	
					☐ PARTIALLY AGREE	
					☐ DISAGREE	

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence	☐	☐	☐	☒
B. Information in documents, reports, and correspondence is accurate and complete . . .	☐	☐	☐	☒
C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines	☐	☐	☐	☒
D. Insures that required documents and reports are properly distributed	☐	☐	☐	☒
E. Responses to correspondence follow departmental guidelines	☐	☐	☐	☒
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

MAINTAINING GOOD PUBLIC RELATIONS

Evaluation of Employee Performance						Employee
☐ NOT ACCEPTABLE	☐ MARGINAL	☐ GOOD	☐ SUPERIOR	☒ EXCEPTIONAL	☒ AGREE	
					☐ PARTIALLY AGREE	
					☐ DISAGREE	

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants	☐	☐	☐	☒
B. Provides effective help in situations that require assistance	☐	☐	☐	☒
C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations . . .	☐	☐	☐	☒
D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy	☐	☐	☐	☒
E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies	☐	☐	☐	☒
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee: ☒ AGREE
 ☐ PARTIALLY AGREE
 ☐ DISAGREE

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Obeys all criminal and civil laws at all times | ☒ | ☐ | ☐ | ☒ |
| B. Discharges duties according to departmental policies and regulations | ☒ | ☐ | ☐ | ☒ |
| C. Conduct and speech on duty reflect positively on the department | ☒ | ☐ | ☐ | ☒ |
| D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations | ☒ | ☐ | ☐ | ☒ |
| E. | ☒ | ☐ | ☐ | ☒ |
| F. | ☒ | ☐ | ☐ | ☒ |

Additional observations or comments, if any:

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee: ☒ AGREE
 ☐ PARTIALLY AGREE
 ☐ DISAGREE

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Schedules vehicles and equipment in advance | ☒ | ☐ | ☒ | ☐ |
| B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person | ☒ | ☐ | ☐ | ☒ |
| C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented | ☒ | ☐ | ☐ | ☒ |
| D. Maintains security of facilities, equipment, and monies | ☒ | ☐ | ☐ | ☒ |
| E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages | ☒ | ☐ | ☐ | ☒ |
| F. Obeys all traffic laws while operating vehicle in routine circumstances | ☒ | ☐ | ☐ | ☒ |
| G. Insures that vehicles and equipment are not damaged through personal neglect | ☒ | ☐ | ☐ | ☒ |
| H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones) | ☒ | ☐ | ☐ | ☒ |
| I. Does not make purchases or repairs without prior approval | ☒ | ☐ | ☐ | ☒ |
| J. Keeps firearms clean and in proper working order | ☒ | ☐ | ☐ | ☒ |
| K. Follows departmental policy concerning use of and modification of firearms | ☒ | ☐ | ☐ | ☒ |
| L. Keeps the work facilities clean and orderly | ☒ | ☐ | ☐ | ☒ |
| M. Keeps the portable scales clean and calibrated | ☒ | ☐ | ☐ | ☒ |
| N. | ☒ | ☐ | ☐ | ☒ |
| O. | ☒ | ☐ | ☐ | ☒ |

Additional observations or comments, if any:



12. COMMUNICATIONS

Evaluation of Employee Performance	Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	EXCEPTIONAL
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☒

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation | ☐ | ☐ | ☐ | ☒ |
| B. Verifies that listeners correctly understand communications | ☐ | ☐ | ☐ | ☒ |
| C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary | ☐ | ☐ | ☐ | ☒ |
| D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request | ☐ | ☐ | ☐ | ☒ |
| E. | ☐ | ☐ | ☐ | ☐ |
| F. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Evaluation of Employee Performance	Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	EXCEPTIONAL
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☒

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary | ☐ | ☐ | ☐ | ☒ |
| B. Accepts and effectively implements orders/instructions in a way which is in the best interest of the department and officers | ☐ | ☐ | ☐ | ☒ |
| C. Discusses in a professional manner any disagreement or misunderstanding about an order/instruction with supervisor in private | ☐ | ☐ | ☐ | ☒ |
| D. Promptly informs supervisor of any situation which interferes with carrying out orders/instructions | ☐ | ☐ | ☐ | ☒ |
| E. Follows appropriate chain of command both up and down | ☐ | ☐ | ☐ | ☐ |
| F. | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

	Evaluation of Employee Performance					Employee		
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	☒ AGREE	☐ PARTIALLY AGREE	☐ DISAGREE
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒			

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSIS-
TENTLY |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion | ☐ | ☐ | ☐ | ☒ |
| B. Promotes a positive work atmosphere; does not malign or undermine the work of others | ☐ | ☐ | ☐ | ☒ |
| C. Effectively assists in the orientation and training of inexperienced employees | ☐ | ☐ | ☐ | ☒ |
| D. Willingly assumes additional duties or responsibilities when requested to do so | ☐ | ☐ | ☐ | ☒ |
| E. Constructively participates in special assignments | ☐ | ☐ | ☐ | ☒ |
| F. Adjusts personal schedule to meet the needs of the department | ☐ | ☐ | ☐ | ☒ |
| G. Takes appropriate steps to improve performance when given constructive criticism .. | ☐ | ☐ | ☐ | ☒ |
| H. | ☐ | ☐ | ☐ | ☐ |
| I. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

15. USE OF WORK TIME

	Evaluation of Employee Performance					Employee		
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	☒ AGREE	☐ PARTIALLY AGREE	☐ DISAGREE
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒			

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSIS-
TENTLY |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Reports for all assigned duties on time and at the proper place | ☐ | ☐ | ☐ | ☒ |
| B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift | ☐ | ☐ | ☐ | ☒ |
| C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention | ☐ | ☐ | ☐ | ☒ |
| D. Uses discretion in the use of leave | ☐ | ☐ | ☐ | ☒ |
| E. Follows departmental guidelines for use of meal and break time | ☐ | ☐ | ☐ | ☒ |
| F. Remains on duty assignment until properly relieved | ☐ | ☐ | ☐ | ☒ |
| G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time | ☐ | ☐ | ☐ | ☒ |
| H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision | ☐ | ☐ | ☐ | ☐ |
| I. | ☐ | ☐ | ☐ | ☐ |
| J. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

EMPLOYEE SSN: [REDACTED]

SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION FORM

EMPLOYEE SSN: [REDACTED]

NAME : HUCKEY RANDALL D

POSITION NUMBER 349.03-00316000504.05

CLASS : TROOPER WORK CENTER: 1206

DATE EVAL DUE : 08/31/2003

FORM TYPE : 2F

PURPOSE : ANNUAL

SYSTEM 2F SAFETY

FORMED PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]

REVIEWER'S SSN [REDACTED]

System 2F

☐ Probation

☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Randy Huckey
Employee's Signature

Jackie M. Stevens
Supervisor's Signature

MO DAY YR

R. Randy Hoover
Reviewer's Signature

DATE 09 01 02

FIRST INTERIM REVIEW

Randy Huckey
Employee's Signature
Jackie M. Stevens
Supervisor's Signature

MO DAY YR

DATE 01 05 03

SECOND INTERIM REVIEW

Randy Huckey
Employee's Signature
Jackie M. Stevens
Supervisor's Signature

MO DAY YR

DATE 05 02 03

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

1. Enforcing motor vehicle and related laws
2. Investigating accidents
3. Investigations (all types)
4. Preparing and presenting cases in court
5. Collection and submission of state revenues
6. Administering tests
7. Processing photo licenses
8. Preparing and submitting documents, reports, and correspondence
9. Maintaining good public relations
10. Maintaining personal conduct and appearance standards
11. Care and use of vehicles, equipment, and supplies
12. Communications
13. Receiving and following orders/instructions
14. Demonstrating concern for the department
15. Use of work time
16. Leadership and supervision
17. Administration
18. Conducting the job performance planning and evaluation program
19. Reviewing job performance plans and evaluation forms
- 20.
- 21.
- 22.
- 23.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
7	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
8	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
9	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
10	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
11	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
12	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
13	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
14	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
15	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
16	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
17	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
19	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
21	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
22	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
23	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

AGREE
PARTIALLY AGREE
DISAGREE

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT
ACCEPTABLE
1

MARGINAL
2

GOOD
3

SUPERIOR
4

EXCEPTIONAL
5

EMPLOYEE
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREE

DATE OF EVALUATION
MO DAY YR
08 31 03

Randy Huckey
Employee's Signature

08-31-03
Date

Jackie M. Stevens
Supervisor's Signature

08-31-03
Date

R. Randy Hoover
Reviewer's Signature

08/31/03
Date

Jackie M. Stevens
Appointing Authority's Signature

9/2/03
Date

RDA-1280

Sign at the bottom of page 1 and indicate the date the discussion occurred.
Security numbers, signatures, and dates have been filled in. Please check

1. ENFORCING MOTOR VEHICLE AND RELATED LAWS

Description of Employee Performance	Evaluation of Employee Performance					Employee
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☐ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE
A. Enforces the laws equally and fairly	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
B. Recognizes violations and issues the proper document or documents for the violation committed	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
F.	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
G.	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY

Additional observations or comments, if any:

2. INVESTIGATING ACCIDENTS

Description of Employee Performance	Evaluation of Employee Performance					Employee
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☐ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE
A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
B. Insures that victims' needs and property are properly taken care of	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
D. Accident scene schematic is detailed and accurately depicts the accident	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
E. Takes proper enforcement action when necessary	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
F. Provides proper form and clearly explains to victims their legal obligation to report the accident	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
G.	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY
H.	☐	☐	☐	☐	☒	☐ DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☒ CONSISTENTLY

Additional observations or comments, if any:

INVESTIGATIONS (ALL TYPES)

Evaluation of Employee Performance		Employee	
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR
☐	☐	☐	☒

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Statement of the problem is clear, and does not require further clarification	☒	☐	☐	☒
B. The information needed and the methods to obtain the information are determined prior to the collection of facts	☒	☐	☐	☒
C. Effectively collects all pertinent facts	☒	☐	☐	☒
D. Recommendations demonstrate an objective and fair evaluation of the facts	☒	☐	☐	☒
E. Completes all investigations in a timely manner and within the designated time frames when applicable	☒	☐	☐	☒
F. Notifies supervisors of any problems concerning investigations	☒	☐	☐	☒
G.	☒	☐	☐	☐
H.	☒	☐	☐	☐

Additional observations or comments, if any:

PROSECUTION AND PRESENTING CASES IN COURT

Evaluation of Employee Performance

NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL
☐	☐	☐	☐	☒

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures	☒	☐	☐	☒
B. Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate	☒	☐	☐	☒
C. Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court	☒	☐	☐	☒
D. Appears for court on the proper day and time	☒	☐	☐	☒
E. Gives clear, thorough, and accurate testimony. Further clarification is not needed	☒	☐	☐	☒
F. Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure	☒	☐	☐	☒
G. Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator	☒	☐	☒	☐
H. Properly follows up all citations to their final disposition in a reasonable time period	☒	☐	☐	☐
I.	☒	☐	☐	☐
J.	☒	☐	☐	☐

Additional observations or comments, if any:

PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Evaluation of Employee Performance

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY ☐ ☐ ☐ ☐ ☒

Employee

☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

DOES NOT APPLY SELDOM MOST OF THE TIME CONSISTENTLY

A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence ☐ ☐ ☐ ☒

B. Information in documents, reports, and correspondence is accurate and complete ☐ ☐ ☐ ☒

C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines ☐ ☐ ☒ ☐

D. Insures that required documents and reports are properly distributed ☐ ☐ ☐ ☒

E. Responses to correspondence follow departmental guidelines ☐ ☐ ☐ ☒

F. ☐ ☐ ☐ ☐

G. ☐ ☐ ☐ ☐

Additional observations or comments, if any:

MAINTAINING GOOD PUBLIC RELATIONS

Evaluation of Employee Performance

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY ☐ ☐ ☐ ☐ ☒

Employee

☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

DOES NOT APPLY SELDOM MOST OF THE TIME CONSISTENTLY

A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants ☐ ☐ ☐ ☒

B. Provides effective help in situations that require assistance ☐ ☐ ☐ ☒

C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations ☐ ☐ ☐ ☒

D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy ☐ ☐ ☐ ☒

E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies ☐ ☐ ☐ ☐

F. ☐ ☐ ☐ ☐

G. ☐ ☐ ☐ ☐

Additional observations or comments, if any:



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Evaluation of Employee Performance						Employee		
☐ RESPONSIBILITY DOES NOT APPLY	☐ NOT ACCEPTABLE	☐ MARGINAL	☐ GOOD	☐ SUPERIOR	☒ EXCEPTIONAL	☒ AGREES	☐ PARTIALLY AGREES	☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Obeys all criminal and civil laws at all times	☐	☐	☐	☒
B. Discharges duties according to departmental policies and regulations	☐	☐	☐	☒
C. Conduct and speech on duty reflect positively on the department	☐	☐	☐	☒
D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations	☐	☐	☐	☒
E.	☐	☐	☐	☐
F.	☐	☐	☐	☐

Additional observations or comments, if any:

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Evaluation of Employee Performance						Employee		
☐ RESPONSIBILITY DOES NOT APPLY	☐ NOT ACCEPTABLE	☐ MARGINAL	☐ GOOD	☐ SUPERIOR	☒ EXCEPTIONAL	☒ AGREES	☐ PARTIALLY AGREES	☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Schedules vehicles and equipment in advance	☐	☐	☐	☒
B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person	☐	☐	☐	☒
C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented	☐	☐	☐	☒
D. Maintains security of facilities, equipment, and monies	☐	☐	☐	☒
E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages	☐	☐	☐	☒
F. Obeys all traffic laws while operating vehicle in routine circumstances	☐	☐	☐	☒
G. Insures that vehicles and equipment are not damaged through personal neglect	☐	☐	☐	☒
H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones)	☐	☐	☐	☒
I. Does not make purchases or repairs without prior approval	☐	☐	☐	☒
J. Keeps firearms clean and in proper working order	☒	☐	☐	☐
K. Follows departmental policy concerning use of and modification of firearms	☒	☐	☐	☐
L. Keeps the work facilities clean and orderly	☒	☐	☐	☐
M. Keeps the portable scales clean and calibrated	☒	☐	☐	☐
N.	☐	☐	☐	☐
O.	☐	☐	☐	☐

Additional observations or comments, if any:

12. COMMUNICATIONS

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation	☐	☐	☐	☐	☐	☐	☐	☒	
B. Verifies that listeners correctly understand communications	☐	☐	☐	☐	☐	☐	☐	☒	
C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary	☐	☐	☐	☐	☐	☐	☐	☒	
D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request	☐	☐	☐	☐	☐	☐	☐	☒	
E.	☐	☐	☐	☐	☐	☐	☐	☐	
F.	☐	☐	☐	☐	☐	☐	☐	☐	
Additional observations or comments, if any:									

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary	☐	☐	☐	☐	☐	☐	☐	☒	
B. Accepts and effectively implements orders/instructions in a way which is in the best interest of the department and officers	☐	☐	☐	☐	☐	☐	☐	☒	
C. Discusses in a professional manner any disagreement or misunderstanding about an order/instruction with supervisor in private	☐	☐	☐	☐	☐	☐	☐	☒	
D. Promptly informs supervisor of any situation which interferes with carrying out orders/instructions	☐	☐	☐	☐	☐	☐	☐	☒	
E. Follows appropriate chain of command both up and down	☐	☐	☐	☐	☐	☐	☐	☐	
F.	☐	☐	☐	☐	☐	☐	☐	☐	
G.	☐	☐	☐	☐	☐	☐	☐	☐	
Additional observations or comments, if any:									

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion | ☒ | ☐ | ☐ | ☐ |
| B. Promotes a positive work atmosphere; does not malign or undermine the work of others | ☒ | ☐ | ☐ | ☒ |
| C. Effectively assists in the orientation and training of inexperienced employees | ☒ | ☐ | ☐ | ☒ |
| D. Willingly assumes additional duties or responsibilities when requested to do so | ☒ | ☐ | ☐ | ☒ |
| E. Constructively participates in special assignments | ☒ | ☐ | ☐ | ☒ |
| F. Adjusts personal schedule to meet the needs of the department | ☒ | ☐ | ☐ | ☒ |
| G. Takes appropriate steps to improve performance when given constructive criticism | ☒ | ☐ | ☐ | ☒ |
| H. | ☒ | ☐ | ☐ | ☐ |
| I. | ☒ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

15. USE OF WORK TIME

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Reports for all assigned duties on time and at the proper place | ☐ | ☐ | ☐ | ☒ |
| B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift | ☐ | ☐ | ☐ | ☒ |
| C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention | ☒ | ☐ | ☒ | ☐ |
| D. Uses discretion in the use of leave | ☒ | ☐ | ☐ | ☒ |
| E. Follows departmental guidelines for use of meal and break time | ☒ | ☐ | ☐ | ☒ |
| F. Remains on duty assignment until properly relieved | ☒ | ☐ | ☐ | ☒ |
| G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time | ☒ | ☐ | ☐ | ☒ |
| H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision | ☒ | ☐ | ☐ | ☐ |
| I. | ☒ | ☐ | ☐ | ☐ |
| J. | ☒ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

EMPLOYEE SSN : [REDACTED]

NAME : HUCKEY RANDALL D
POSITION NUMBER 349.03-00311000508.04
CLASS : TROOPER WORK CENTER: 0701
DATE EVAL DUE : 08/31/2005
FORM TYPE : 2F
PURPOSE : ANNUAL

SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]

REVIEWER'S SSN [REDACTED]

System 2F

☐ Probation

☐ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE

FIRST INTERIM REVIEW

Randy Huckey
Employee's Signature

Sgt. Michael McKee
Supervisor's Signature

MO DAY YR

DATE

10 29 07

SECOND INTERIM REVIEW

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before
evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

1. Enforcing motor vehicle and related laws

2. Investigating accidents

3. Investigations (all types)

4. Preparing and presenting cases in court

5. Collection and submission of state revenues

6. Administering tests

7. Processing photo licenses

8. Preparing and submitting documents, reports, and correspondence

9. Maintaining good public relations

10. Maintaining personal conduct and appearance standards

11. Care and use of vehicles, equipment, and supplies

12. Communications

13. Receiving and following orders/instructions

14. Demonstrating concern for the department

15. Use of work time

16. Leadership and supervision

17. Administration

18. Conducting the job performance planning and evaluation program

19. Reviewing job performance plans and evaluation forms

20.

21.

22.

23.

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

EMPLOYEE

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

DATE OF EVALUATION

MO DAY YR

10 31 07

10 31 07

Date

Date

Randy Huckey
Employee's Signature

Date

10/29/07

Sgt. Michael McKee
Supervisor's Signature

Date

10-29-07

Sgt. Michael McKee
Reviewer's Signature

Appointing Authority's Signature

Date

overall evaluation be no higher than "Marginal."
Mark your overall evaluation and recommendation on page 1.
your evaluation of the employee's performance with the reviewer, then with the employee.
should sign at the bottom of page 1 and indicate the date the discussion occurred.
all social security numbers, signatures, and dates have been filled in. Please check

EMPLOYEE SSN : [REDACTED]

NAME : HUCKEY

RANDALL D

POSITION NUMBER 349.03-00316000504.05

CLASS : TROOPER

WORK CENTER: 1206

DATE EVAL DUE : 08/31/2004

FORM TYPE : 2F

PURPOSE : ANNUAL

SYSTEM 2F SAFETY U

ARMED PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]

REVIEWER'S SSN [REDACTED]

FIRST INTERIM REVIEW

Randy Huckel
Employee's Signature
Jackie M. [REDACTED]
Supervisor's Signature

MO DAY YR
DATE 1 0 3 1 0 3

SECOND INTERIM REVIEW

X Randy Huckel
Employee's Signature
Sgt. Michael [REDACTED]
Supervisor's Signature

MO DAY YR
DATE 0 3 1 5 0 4

System 2F

☐ Probation

☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Randy Huckel
Employee's Signature

Jackie M. [REDACTED]
Supervisor's Signature

MO DAY YR

DATE 0 9 0 1 0 3

[Signature]
Reviewer's Signature

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

1. Enforcing motor vehicle and related laws
2. Investigating accidents
3. Investigations (all types)
4. Preparing and presenting cases in court
5. Collection and submission of state revenues
6. Administering tests
7. Processing photo licenses
8. Preparing and submitting documents, reports, and correspondence
9. Maintaining good public relations
10. Maintaining personal conduct and appearance standards
11. Care and use of vehicles, equipment, and supplies
12. Communications
13. Receiving and following orders/instructions
14. Demonstrating concern for the department
15. Use of work time
16. Leadership and supervision
17. Administration
18. Conducting the job performance planning and evaluation program
19. Reviewing job performance plans and evaluation forms
- 20.
- 21.
- 22.
- 23.

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

EMPLOYEE

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

DATE OF EVALUATION

MO DAY YR

0 8 3 1 0 4

X Randy Huckel
Employee's Signature

8/31/04
Date

[Signature]
Reviewer's Signature
[Signature]
Appointing Authority's Signature

8/31/04
Date
7/16/04
Date

RDA-1200

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Enforces the laws equally and fairly	☒	☐	☐	☒
B. Recognizes violations and Issues the proper document or documents for the violation committed	☒	☐	☐	☒
C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area.....	☒	☐	☐	☒
D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time	☒	☐	☐	☒
E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued	☒	☐	☐	☒
F.	☒	☐	☐	☐
G.	☒	☐	☐	☐

Additional observations or comments, if any:

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal	☒	☐	☐	☒
B. Insures that victims' needs and property are properly taken care of	☒	☐	☐	☒
C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered	☒	☐	☐	☒
D. Accident scene schematic is detailed and accurately depicts the accident	☒	☐	☐	☒
E. Takes proper enforcement action when necessary	☒	☐	☐	☐
F. Provides proper form and clearly explains to victims their legal obligation to report the accident	☒	☐	☐	☐
G.	☒	☐	☐	☐
H.	☒	☐	☐	☐

Additional observations or comments, if any:



I. INVESTIGATIONS (ALL TYPES)

ET

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY☐ NOT
ACCEPTABLE☐ MARGINAL☐ GOOD☐ SUPERIOR☐ EXCEPTIONAL

Employee

☐ NAME☐ POSITION☐ DIVISION

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIMECONSIS-
TENTLY

- A. Statement of the problem is clear, and does not require further clarification
- B. The information needed and the methods to obtain the information are determined prior to the collection of facts
- C. Effectively collects all pertinent facts
- D. Recommendations demonstrate an objective and fair evaluation of the facts
- E. Completes all investigations in a timely manner and within the designated time frames when applicable
- F. Notifies supervisors of any problems concerning investigations
- G.
- H.

Additional observations or comments, if any:

II. PREPARING AND PRESENTING CASES IN COURT

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY☐ NOT
ACCEPTABLE☐ MARGINAL☐ GOOD☐ SUPERIOR☐ EXCEPTIONAL

Employee

☐ NAME☐ POSITION☐ DIVISION

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIMECONSIS-
TENTLY

- A. All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures
- B. Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate
- C. Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court
- D. Appears for court on the proper day and time
- E. Gives clear, thorough, and accurate testimony. Further clarification is not needed
- F. Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure
- G. Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator
- H. Properly follows up all citations to their final disposition in a reasonable time period
- I.
- J.

Additional observations or comments, if any:

5. PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee
☒ AGREE
 ☐ PARTIALLY AGREE
 ☐ DISAGREE

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence	☒	☐	☐	☒
B. Information in documents, reports, and correspondence is accurate and complete	☒	☐	☐	☒
C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines	☒	☐	☐	☒
D. Insures that required documents and reports are properly distributed	☒	☐	☐	☒
E. Responses to correspondence follow departmental guidelines	☒	☐	☐	☒
F.	☒	☐	☐	☐
G.	☒	☐	☐	☐

Additional observations or comments, if any:

6. MAINTAINING GOOD PUBLIC RELATIONS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee
☒ AGREE
 ☐ PARTIALLY AGREE
 ☐ DISAGREE

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants	☒	☐	☐	☒
B. Provides effective help in situations that require assistance	☒	☐	☐	☒
C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations	☒	☐	☐	☒
D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy	☒	☐	☐	☒
E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies	☒	☐	☐	☐
F.	☒	☐	☐	☐
G.	☒	☐	☐	☐

Additional observations or comments, if any:



10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLYNOT
ACCEPTABLE☐

MARGINAL

☐

GOOD

☐

SUPERIOR

☐

EXCEPTIONAL

☒

Employee

☒ AGREE☐ PARTIALLY AGREE☐ DISAGREE

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSIS-
TENTLY |
|--|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Obeys all criminal and civil laws at all times | ☒ | ☐ | ☐ | ☒ |
| B. Discharges duties according to departmental policies and regulations | ☒ | ☐ | ☐ | ☒ |
| C. Conduct and speech on duty reflect positively on the department | ☒ | ☐ | ☐ | ☒ |
| D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations | ☒ | ☐ | ☐ | ☒ |
| E. | ☒ | ☐ | ☐ | ☐ |
| F. | ☒ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLYNOT
ACCEPTABLE☐

MARGINAL

☐

GOOD

☐

SUPERIOR

☐

EXCEPTIONAL

☒

Employee

☒ AGREE☐ PARTIALLY AGREE☐ DISAGREE

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSIS-
TENTLY |
|---|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Schedules vehicles and equipment in advance | ☒ | ☐ | ☐ | ☒ |
| B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person | ☒ | ☐ | ☐ | ☒ |
| C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented | ☒ | ☐ | ☐ | ☒ |
| D. Maintains security of facilities, equipment, and monies | ☒ | ☐ | ☐ | ☒ |
| E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages | ☒ | ☐ | ☐ | ☒ |
| F. Obeys all traffic laws while operating vehicle in routine circumstances | ☒ | ☐ | ☐ | ☒ |
| G. Insures that vehicles and equipment are not damaged through personal neglect | ☒ | ☐ | ☐ | ☒ |
| H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones) | ☒ | ☐ | ☐ | ☒ |
| I. Does not make purchases or repairs without prior approval | ☒ | ☐ | ☐ | ☒ |
| J. Keeps firearms clean and in proper working order | ☒ | ☐ | ☐ | ☒ |
| K. Follows departmental policy concerning use of and modification of firearms | ☒ | ☐ | ☐ | ☒ |
| L. Keeps the work facilities clean and orderly | ☒ | ☐ | ☐ | ☒ |
| M. Keeps the portable scales clean and calibrated | ☒ | ☐ | ☐ | ☒ |
| N. | ☒ | ☐ | ☐ | ☐ |
| O. | ☒ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:



12. COMMUNICATIONS

ET

L

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Employee

☐ Active

☐ Partially Active

☐ Inactive

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSIS-
TENTLY

- A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation
- B. Verifies that listeners correctly understand communications
- C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary
- D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request
- E.
- F.

Additional observations or comments, if any:

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Employee

☐ Active

☐ Partially Active

☐ Inactive

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSIS-
TENTLY

- A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary
- B. Accepts and effectively implements orders/instructions in a way which is in the best interest of the department and officers
- C. Discusses in a professional manner any disagreement or misunderstanding about an order/instruction with supervisor in private
- D. Promptly informs supervisor of any situation which interferes with carrying out orders/instructions
- E. Follows appropriate chain of command both up and down
- F.
- G.

Additional observations or comments, if any:

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Evaluation of Employee Performance

Employee

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

☒ AGREE☐ PARTIALLY AGREE☐ DISAGREE☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIMECONSIS-
TENTLY

- A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion
- B. Promotes a positive work atmosphere; does not malign or undermine the work of others
- C. Effectively assists in the orientation and training of inexperienced employees
- D. Willingly assumes additional duties or responsibilities when requested to do so
- E. Constructively participates in special assignments
- F. Adjusts personal schedule to meet the needs of the department
- G. Takes appropriate steps to improve performance when given constructive criticism
- H.
- I.

Additional observations or comments, if any:

15. USE OF WORK TIME

Evaluation of Employee Performance

Employee

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

☒ AGREE☐ PARTIALLY AGREE☐ DISAGREE☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIMECONSIS-
TENTLY

- A. Reports for all assigned duties on time and at the proper place
- B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift
- C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention
- D. Uses discretion in the use of leave
- E. Follows departmental guidelines for use of meal and break time
- F. Remains on duty assignment until properly relieved
- G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time
- H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision
- I.
- J.

Additional observations or comments, if any:

EMPLOYEE SSN : [REDACTED]
NAME : HUCKEY RANDALL D
POSITION NUMBER 349.03-00316000504.05
CLASS : TROOPER WORK CENTER: 1206
DATE EVAL DUE : 08/31/2004
FORM TYPE : 2F
PURPOSE : ANNUAL

SYSTEM 2F SAFETY INFORMED PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED] - [REDACTED] - [REDACTED]

REVIEWER'S SSN [REDACTED] - [REDACTED] - [REDACTED]

System 2F ☐ Probation ☐ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature *Randy Huckey* Supervisor's Signature *Stacy Sanders*

MO DAY YR

DATE 11 30 03

Reviewer's Signature

FIRST INTERIM REVIEW

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE

SECOND INTERIM REVIEW

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE

TO THE EMPLOYEE BEING EVALUATED: Mark whether you agree or disagree with each item.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

- | | 1 | 2 | 3 | 4 | 5 |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Enforcing motor vehicle and related laws | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2. Investigating accidents | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3. Investigations (all types) | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4. Preparing and presenting cases in court | ☐ | ☐ | ☐ | ☐ | ☐ |
| 5. Collection and submission of state revenues | ☒ | ☐ | ☐ | ☐ | ☐ |
| 6. Administering tests | ☒ | ☐ | ☐ | ☐ | ☐ |
| 7. Processing photo licenses | ☒ | ☐ | ☐ | ☐ | ☐ |
| 8. Preparing and submitting documents, reports, and correspondence | ☐ | ☐ | ☐ | ☐ | ☐ |
| 9. Maintaining good public relations | ☐ | ☐ | ☐ | ☐ | ☐ |
| 10. Maintaining personal conduct and appearance standards | ☐ | ☐ | ☐ | ☐ | ☐ |
| 11. Care and use of vehicles, equipment, and supplies | ☐ | ☐ | ☐ | ☐ | ☐ |
| 12. Communications | ☐ | ☐ | ☐ | ☐ | ☐ |
| 13. Receiving and following orders/instructions | ☐ | ☐ | ☐ | ☐ | ☐ |
| 14. Demonstrating concern for the department | ☐ | ☐ | ☐ | ☐ | ☐ |
| 15. Use of work time | ☒ | ☐ | ☐ | ☐ | ☐ |
| 16. Leadership and supervision | ☒ | ☐ | ☐ | ☐ | ☐ |
| 17. Administration | ☒ | ☐ | ☐ | ☐ | ☐ |
| 18. Conducting the job performance planning and evaluation program | ☐ | ☐ | ☐ | ☐ | ☐ |
| 19. Reviewing job performance plans and evaluation forms | ☐ | ☐ | ☐ | ☐ | ☐ |
| 20. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 21. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 22. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 23. | ☐ | ☐ | ☐ | ☐ | ☐ |

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE MARGINAL GOOD

3

SUPERIOR

4

EXCEPTIONAL

5

EMPLOYEE

☐ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

DATE OF EVALUATION

MO DAY YR

11 30 03

11 30 03

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Employee's Signature *Randy Huckey*

Supervisor's Signature *Stacy Sanders*

PR-0211 (Rev. 5-92)

Reviewer's Signature

Date

11-30-03

11-30-03

11-30-03

11-30-03

11-30-03

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11-30-03

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11-30-03

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11-30-03

11-30-03

11-30-03

- Overall evaluation of the employee's performance with the reviewer, then with the employee.
- Mark your overall evaluation and recommendation on page 1.
- Discuss your evaluation of the employee's performance with the reviewer, then with the employee.
- Both you and the employee should sign at the bottom of page 1 and indicate the date the discussion occurred.
- Before submitting the form, be sure that all social security numbers, signatures, and dates have been filled in. Please check for accuracy.

Employee SSN [REDACTED]
Employee Name Huckaby Randall O
Employee Pos. Number 349.03-00316000504.05
Class Trooper Work Center 1206
Date Evaluation Due 08-31-2004
Evaluation Type: System 2F
Purpose ☐ Other (Do Not Use Label)
System 2F ☐ Probation ☐ Annual

SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION
DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION
TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]
REVIEWER'S SSN [REDACTED]

JOB PERFORMANCE PLANNING DISCUSSION
Employee's Signature Randy Huckaby Supervisor's Signature Jackie McArthur
Reviewer's Signature LT. Randy Hoover DATE 090103

FIRST INTERIM REVIEW
Employee's Signature
Supervisor's Signature
DATE
SECOND INTERIM REVIEW
Employee's Signature
Supervisor's Signature
DATE

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

	Exceptional	Superior	Good	Marginal	Not Acceptable	Not Applicable
1. Enforcing motor vehicle and related laws	☐	☐	☐	☐	☐	☐
2. Investigating accidents	☐	☐	☐	☐	☐	☐
3. Investigations (all types)	☐	☐	☐	☐	☐	☐
4. Preparing and presenting cases in court	☐	☐	☐	☐	☐	☐
5. Collection and submission of state revenues	☒	☐	☐	☐	☐	☐
6. Administering tests	☒	☐	☐	☐	☐	☐
7. Processing photo licenses	☒	☐	☐	☐	☐	☐
8. Preparing and submitting documents, reports, and correspondence	☐	☐	☐	☐	☐	☐
9. Maintaining good public relations	☐	☐	☐	☐	☐	☐
10. Maintaining personal conduct and appearance standards	☐	☐	☐	☐	☐	☐
11. Care and use of vehicles, equipment, and supplies	☐	☐	☐	☐	☐	☐
12. Communications	☐	☐	☐	☐	☐	☐
13. Receiving and following orders/instructions	☐	☐	☐	☐	☐	☐
14. Demonstrating concern for the department	☐	☐	☐	☐	☐	☐
15. Use of work time	☐	☐	☐	☐	☐	☐
16. Leadership and supervision	☐	☐	☐	☐	☐	☐
17. Administration	☐	☐	☐	☐	☐	☐
18. Conducting the job performance planning and evaluation program	☐	☐	☐	☐	☐	☐
19. Reviewing job performance plans and evaluation forms	☐	☐	☐	☐	☐	☐
20.	☐	☐	☐	☐	☐	☐
21.	☐	☐	☐	☐	☐	☐
22.	☐	☐	☐	☐	☐	☐
23.	☐	☐	☐	☐	☐	☐

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☐

EMPLOYEE
☐ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES
DATE OF EVALUATION
MO DAY
090103

Employee's Signature Randy Huckaby Date 09-01-03
Supervisor's Signature Jackie McArthur Date 09-01-03

Reviewer's Signature LT. Randy Hoover Date 09/01/03
Appointing Authority's Signature
Date

• Mark your overall evaluation and recommendation on page 1.
• Discuss your evaluation of the employee's performance with the reviewer, then with the employee.
• Both you and the employee should sign at the bottom of page 1 and indicate the date the discussion occurred.
• Before submitting the form, be sure that all social security numbers, signatures, and dates have been filled in. Please check for accuracy.

EMPLOYEE SSN: [REDACTED]
NAME: HUCKEY RANDALL D
POSITION NUMBER 349.03-00316000504.05
CLASS: TROOPER WORK CENTER: 1206
DATE EVAL DUE: 08/31/2004
FORM TYPE: 2F
PURPOSE: ANNUAL

SYSTEM 2F SAFET INFORMED PERSONNEL EVALUATION FORM
DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION
TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]
REVIEWER'S SSN [REDACTED]

System 2F ☐ Probation ☐ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature: [Signature]
Supervisor's Signature: [Signature]
Reviewer's Signature: [Signature]
DATE: 090103

FIRST INTERIM REVIEW
Employee's Signature: [Signature]
Supervisor's Signature: [Signature]
DATE: 103103

SECOND INTERIM REVIEW
Employee's Signature
Supervisor's Signature
DATE

TO THE EMPLOYEE BEING EVALUATED: Mark your overall evaluation on page 1.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

- 1. Enforcing motor vehicle and related laws
- 2. Investigating accidents
- 3. Investigations (all types)
- 4. Preparing and presenting cases in court
- 5. Collection and submission of state revenues
- 6. Administering tests
- 7. Processing photo licenses
- 8. Preparing and submitting documents, reports, and correspondence
- 9. Maintaining good public relations
- 10. Maintaining personal conduct and appearance standards
- 11. Care and use of vehicles, equipment, and supplies
- 12. Communications
- 13. Receiving and following orders/instructions
- 14. Demonstrating concern for the department
- 15. Use of work time
- 16. Leadership and supervision
- 17. Administration
- 18. Conducting the job performance planning and evaluation program
- 19. Reviewing job performance plans and evaluation forms
- 20.
- 21.
- 22.
- 23.

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE 1 MARGINAL 2

GOOD 3 SUPERIOR 4 EXCEPTIONAL 5

EMPLOYEE AGREES 1 PARTIALLY AGREES 2 DISAGREES 3
DATE OF EVALUATION: 103103

Employee's Signature: [Signature] Date: 10-31-03
Supervisor's Signature: [Signature] Date: 10-31-03

Reviewer's Signature: [Signature] Date: 10/30/03
Appointing Authority's Signature: [Signature] Date: [Blank]

Overall evaluation and recommendation on page 1.
Mark your overall evaluation and recommendation on page 1.
Discuss your evaluation of the employee's performance with the reviewer, then with the employee.
Both you and the employee should sign at the bottom of page 1 and indicate the date the discussion occurred.
Before submitting the form, be sure that all social security numbers, signatures, and dates have been filled in. Please check

EMPLOYEE SSN: [REDACTED]
NAME: HUCKEY RANDALL D
POSITION NUMBER 349.03-00316000504.05
CLASS: TROOPER WORK CENTER: 1206
DATE EVAL DUE: 08/31/2004
FORM TYPE: 2F
PURPOSE: ANNUAL

SYSTEM 2F SAFETY INFORMED PERSONNEL EVALUATION FORM

DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]
REVIEWER'S SSN [REDACTED]

FIRST INTERIM REVIEW
Employee's Signature
Supervisor's Signature
DATE

SECOND INTERIM REVIEW
Employee's Signature
Supervisor's Signature
DATE 03/15/04

System 2F ☐ Probation ☐ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature
Supervisor's Signature
DATE

Reviewer's Signature

TO THE EMPLOYEE BEING EVALUATED: Read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES		Exceptional	Superior	Good	Marginal	Not Acceptable	Not Applicable
1. Enforcing motor vehicle and related laws	1.	☐	☐	☐	☐	☐	☐
2. Investigating accidents	2.	☐	☐	☐	☐	☐	☐
3. Investigations (all types)	3.	☐	☐	☐	☐	☐	☐
4. Preparing and presenting cases in court	4.	☐	☐	☐	☐	☐	☐
5. Collection and submission of state revenues	5.	☒	☐	☐	☐	☐	☐
6. Administering tests	6.	☒	☐	☐	☐	☐	☐
7. Processing photo licenses	7.	☒	☐	☐	☐	☐	☐
8. Preparing and submitting documents, reports, and correspondence	8.	☐	☐	☐	☐	☐	☐
9. Maintaining good public relations	9.	☐	☐	☐	☐	☐	☐
10. Maintaining personal conduct and appearance standards	10.	☐	☐	☐	☐	☐	☐
11. Care and use of vehicles, equipment, and supplies	11.	☐	☐	☐	☐	☐	☐
12. Communications	12.	☐	☐	☐	☐	☐	☐
13. Receiving and following orders/instructions	13.	☐	☐	☐	☐	☐	☐
14. Demonstrating concern for the department	14.	☐	☐	☐	☐	☐	☐
15. Use of work time	15.	☐	☐	☐	☐	☐	☐
16. Leadership and supervision	16.	☒	☐	☐	☐	☐	☐
17. Administration	17.	☒	☐	☐	☐	☐	☐
18. Conducting the job performance planning and evaluation program	18.	☒	☐	☐	☐	☐	☐
19. Reviewing job performance plans and evaluation forms	19.	☐	☐	☐	☐	☐	☐
20.	20.	☐	☐	☐	☐	☐	☐
21.	21.	☐	☐	☐	☐	☐	☐
22.	22.	☐	☐	☐	☐	☐	☐
23.	23.	☐	☐	☐	☐	☐	☐

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

EMPLOYEE
☐ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

DATE OF EVALUATION
MO DAY YR
03/15/04

Employee's Signature: [Signature] Date: 03/15/2004
Supervisor's Signature: [Signature] Date: 03/15/04
Reviewer's Signature: [Signature] Date: [Blank]
Appointing Authority's Signature: [Signature] Date: [Blank]

overall evaluation be no higher than "Marginal."
Mark your overall evaluation and recommendation on page 1.
Discuss your evaluation of the employee's performance with the reviewer, then with the employee.
Both you and the employee should sign at the bottom of page 1 and indicate the date the discussion occurred.
Before submitting the form, be sure that all social security numbers, signatures, and dates have been filled in. Please check for accuracy.

EMPLOYEE SSN: [REDACTED]
NAME: HUCKLEY RANDALL L
POSITION NUMBER 349.03-00310000504.05
CLASS: TROOPER WORK CENTER: 1200
DATE EVAL DUE: 08-31-2000
FORM TYPE: 2F
PURPOSE: ANNUAL

SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION FORM
DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION
TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]
REVIEWER'S SSN [REDACTED]

System 2F ☐ Probation ☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature: *Randall D. Huckley*
Supervisor's Signature: *Jackie M. Steven*
Reviewer's Signature: *A. L. Heuback*
DATE: 09 01 99

FIRST INTERIM REVIEW

Employee's Signature: *Randall D. Huckley*
Supervisor's Signature: *Jackie M. Steven*
DATE: 12 15 99

SECOND INTERIM REVIEW

Employee's Signature: *Randall D. Huckley*
Supervisor's Signature: *Jackie M. Steven*
DATE: 04 21 00

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

	Exceptional	Superior	Good	Marginal	Not Acceptable	Not Applicable
1. Enforcing motor vehicle and related laws	☐	☐	☐	☐	☐	☐
2. Investigating accidents	☐	☐	☐	☐	☐	☐
3. Investigations (all types)	☐	☐	☐	☐	☐	☐
4. Preparing and presenting cases in court	☐	☐	☐	☐	☐	☐
5. Collection and submission of state revenues	☒	☐	☐	☐	☐	☐
6. Administering tests	☒	☐	☐	☐	☐	☐
7. Processing photo licenses	☐	☐	☐	☐	☐	☐
8. Preparing and submitting documents, reports, and correspondence	☐	☐	☐	☐	☐	☐
9. Maintaining good public relations	☐	☐	☐	☐	☐	☐
10. Maintaining personal conduct and appearance standards	☐	☐	☐	☐	☐	☐
11. Care and use of vehicles, equipment, and supplies	☐	☐	☐	☐	☐	☐
12. Communications	☐	☐	☐	☐	☐	☐
13. Receiving and following orders/instructions	☒	☐	☐	☐	☐	☐
14. Demonstrating concern for the department	☒	☐	☐	☐	☐	☐
15. Use of work time	☒	☐	☐	☐	☐	☐
16. Leadership and supervision	☒	☐	☐	☐	☐	☐
17. Administration	☐	☐	☐	☐	☐	☐
18. Conducting the job performance planning and evaluation program	☐	☐	☐	☐	☐	☐
19. Reviewing job performance plans and evaluation forms	☐	☐	☐	☐	☐	☐
20.	☐	☐	☐	☐	☐	☐
21.	☐	☐	☐	☐	☐	☐
22.	☐	☐	☐	☐	☐	☐
23.	☐	☐	☐	☐	☐	☐

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

EMPLOYEE
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

DATE OF EVALUATION
MO DAY YR
08 31 00

Employee's Signature: *Randall D. Huckley*
Supervisor's Signature: *Jackie M. Steven*
Date: 08-31-00

Reviewer's Signature: *A. L. Heuback*
Appointing Authority's Signature: *M. Greene*
Date: 08-31-00
Date: 9-18-00

Overall evaluation be no higher than "Marginal."
Mark your overall evaluation and recommendation on page 1.
Discuss your evaluation of the employee's performance with the reviewer, then with the employee.
Both you and the employee should sign at the bottom of page 1 and indicate the date the discussion occurred.
Be sure that all social security numbers, signatures, and dates have been filled in. Please check

9/8/99
C.A.

I. ENFORCING MOTOR VEHICLE AND RELATED LAWS

☐ RESPONSIBILITY DOES NOT APPLY	Evaluation of Employee Performance					Employee ☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Enforces the laws equally and fairly	☒	☐	☐	☒
B. Recognizes violations and issues the proper document or documents for the violation committed	☐	☐	☐	☒
C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area.....	☐	☐	☒	☐
D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time	☐	☐	☐	☒
E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued	☐	☐	☐	☒
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

II. INVESTIGATING ACCIDENTS

☐ RESPONSIBILITY DOES NOT APPLY	Evaluation of Employee Performance					Employee ☐ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal	☐	☐	☐	☒
B. Insures that victims' needs and property are properly taken care of	☐	☐	☐	☒
C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered	☐	☐	☒	☐
D. Accident scene schematic is detailed and accurately depicts the accident	☐	☐	☐	☒
E. Takes proper enforcement action when necessary	☐	☐	☐	☐
F. Provides proper form and clearly explains to victims their legal obligation to report the accident	☐	☐	☐	☐
G.	☐	☐	☐	☐
H.	☐	☐	☐	☐

Additional observations or comments, if any:

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Statement of the problem is clear, and does not require further clarification	☒	☐	☐	☒
B. The information needed and the methods to obtain the information are determined prior to the collection of facts	☒	☐	☐	☒
C. Effectively collects all pertinent facts	☒	☐	☐	☒
D. Recommendations demonstrate an objective and fair evaluation of the facts	☒	☐	☐	☒
E. Completes all investigations in a timely manner and within the designated time frames when applicable	☒	☐	☐	☒
F. Notifies supervisors of any problems concerning investigations	☒	☐	☒	☐
G.	☒	☐	☐	☒
H.	☒	☐	☐	☐
I.	☒	☐	☐	☐

Additional observations or comments, if any:

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures	☒	☐	☐	☒
B. Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate	☒	☐	☐	☒
C. Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court	☒	☐	☐	☒
D. Appears for court on the proper day and time	☒	☐	☐	☒
E. Gives clear, thorough, and accurate testimony. Further clarification is not needed	☒	☐	☐	☒
F. Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure	☒	☐	☐	☒
G. Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator	☒	☐	☒	☐
H. Properly follows up all citations to their final disposition in a reasonable time period	☒	☐	☐	☐
I.	☒	☐	☐	☐
J.	☒	☐	☐	☐

Additional observations or comments, if any:

8. PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Description of Employee Performance	Evaluation of Employee Performance					Employee		
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐
A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence	☐	☐	☐	☐	☐	☐	☐	☐
B. Information in documents, reports, and correspondence is accurate and complete	☐	☐	☐	☐	☐	☐	☐	☐
C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines	☐	☐	☐	☐	☐	☐	☐	☐
D. Insures that required documents and reports are properly distributed	☐	☐	☐	☐	☐	☐	☐	☐
E. Responses to correspondence follow departmental guidelines	☐	☐	☐	☐	☐	☐	☐	☐
F.	☐	☐	☐	☐	☐	☐	☐	☐
G.	☐	☐	☐	☐	☐	☐	☐	☐

Additional observations or comments, if any:

9. MAINTAINING GOOD PUBLIC RELATIONS

Description of Employee Performance	Evaluation of Employee Performance					Employee		
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐
A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants	☐	☐	☐	☐	☐	☐	☐	☐
B. Provides effective help in situations that require assistance	☐	☐	☐	☐	☐	☐	☐	☐
C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations	☐	☐	☐	☐	☐	☐	☐	☐
D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy	☐	☐	☐	☐	☐	☐	☐	☐
E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies	☐	☐	☐	☐	☐	☐	☐	☐
F.	☐	☐	☐	☐	☐	☐	☐	☐
G.	☐	☐	☐	☐	☐	☐	☐	☐

Additional observations or comments, if any:



10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSIS-
TENTLY

- A. Obeys all criminal and civil laws at all times ☐ ☐ ☐ ☐ ☒
- B. Discharges duties according to departmental policies and regulations ☐ ☐ ☐ ☐ ☒
- C. Conduct and speech on duty reflect positively on the department ☐ ☐ ☐ ☐ ☒
- D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations ☐ ☐ ☐ ☐ ☒
- E. ☐ ☐ ☐ ☐ ☒
- F. ☐ ☐ ☐ ☐ ☐

Additional observations or comments, if any:

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSIS-
TENTLY

- A. Schedules vehicles and equipment in advance ☐ ☐ ☒ ☐
- B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person ☐ ☐ ☐ ☒
- C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented ☐ ☐ ☐ ☒
- D. Maintains security of facilities, equipment, and monies ☐ ☐ ☐ ☒
- E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages ☐ ☐ ☐ ☒
- F. Obeys all traffic laws while operating vehicle in routine circumstances ☐ ☐ ☐ ☒
- G. Insures that vehicles and equipment are not damaged through personal neglect ☐ ☐ ☐ ☒
- H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones) ☐ ☐ ☐ ☒
- I. Does not make purchases or repairs without prior approval ☐ ☐ ☐ ☒
- J. Keeps firearms clean and in proper working order ☐ ☐ ☐ ☒
- K. Follows departmental policy concerning use of and modification of firearms ☒ ☐ ☐ ☐
- L. Keeps the work facilities clean and orderly ☐ ☐ ☐ ☐
- M. Keeps the portable scales clean and calibrated ☐ ☐ ☐ ☐
- N. ☐ ☐ ☐ ☐
- O. ☐ ☐ ☐ ☐

Additional observations or comments, if any:



12. COMMUNICATIONS

Evaluation of Employee Performance		Employee					
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREE	PARTIALLY AGREE	DISAGREE
☐	☐	☐	☐	☒	☒	☐	☐
Description of Employee Performance		DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY		
A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation		☐	☐	☐	☒		
B. Verifies that listeners correctly understand communications		☐	☐	☐	☒		
C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary		☐	☐	☐	☒		
D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request		☐	☐	☐	☒		
E.		☐	☐	☐	☒		
F.		☐	☐	☐	☐		
Additional observations or comments, if any:							

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Evaluation of Employee Performance		Employee					
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREE	PARTIALLY AGREE	DISAGREE
☐	☐	☐	☐	☒	☒	☐	☐
Description of Employee Performance		DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY		
A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary		☐	☐	☐	☒		
B. Accepts and effectively implements orders/instructions in a way which is in the best interest of the department and officers		☐	☐	☐	☒		
C. Discusses in a professional manner any disagreement or misunderstanding about an order/instruction with supervisor in private		☐	☐	☐	☒		
D. Promptly informs supervisor of any situation which interferes with carrying out orders/instructions		☐	☐	☐	☒		
E. Follows appropriate chain of command both up and down		☐	☐	☐	☐		
F.		☐	☐	☐	☐		
G.		☐	☐	☐	☐		
Additional observations or comments, if any:							



14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Evaluation of Employee Performance

Employee

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion | ☐ | ☐ | ☐ | ☒ |
| B. Promotes a positive work atmosphere; does not malign or undermine the work of others | ☐ | ☐ | ☐ | ☒ |
| C. Effectively assists in the orientation and training of inexperienced employees | ☐ | ☐ | ☐ | ☒ |
| D. Willingly assumes additional duties or responsibilities when requested to do so | ☐ | ☐ | ☐ | ☒ |
| E. Constructively participates in special assignments | ☐ | ☐ | ☐ | ☒ |
| F. Adjusts personal schedule to meet the needs of the department | ☐ | ☐ | ☐ | ☒ |
| G. Takes appropriate steps to improve performance when given constructive criticism | ☐ | ☐ | ☐ | ☒ |
| H. | ☐ | ☐ | ☐ | ☐ |
| I. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

15. USE OF WORK TIME

Evaluation of Employee Performance

Employee

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Reports for all assigned duties on time and at the proper place | ☐ | ☐ | ☐ | ☒ |
| B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift | ☐ | ☐ | ☐ | ☒ |
| C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention | ☐ | ☐ | ☐ | ☒ |
| D. Uses discretion in the use of leave | ☐ | ☐ | ☐ | ☒ |
| E. Follows departmental guidelines for use of meal and break time | ☐ | ☐ | ☐ | ☒ |
| F. Remains on duty assignment until properly relieved | ☐ | ☐ | ☒ | ☐ |
| G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time | ☐ | ☐ | ☐ | ☒ |
| H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision | ☐ | ☐ | ☐ | ☐ |
| I. | ☐ | ☐ | ☐ | ☐ |
| J. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:



18. CONDUCTING THE JOB PERFORMANCE PLANNING AND EVALUATION PROGRAM

☒ RESPONSIBILITY DOES NOT APPLY	Evaluation of Employee Performance					Employee
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	☐ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A. The evaluation process is initiated on time; forms are completed and processed by due dates	☐	☐	☐	☐
B. Sets and clearly discusses all performance goals and expectations during job planning discussions	☐	☐	☐	☐
C. Holds timely interim reviews to discuss employees' current performance; gives constructive feedback and guidance to improve work performance	☐	☐	☐	☐
D. Periodically discusses employee performance levels with the reviewer throughout the evaluation cycle	☐	☐	☐	☐
E. Job responsibility ratings are clearly supported by the description of employee performance	☐	☐	☐	☐
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

19. REVIEWING JOB PERFORMANCE PLANS AND EVALUATION FORMS

☒ RESPONSIBILITY DOES NOT APPLY	Evaluation of Employee Performance					Employee
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	☐ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A. Insures that supervisors thoroughly understand the performance evaluation system	☐	☐	☐	☐
B. Insures that all appropriate responsibilities have been included on the employee's job plan	☐	☐	☐	☐
C. Insures that the formal evaluation is complete and accurate before signing	☐	☐	☐	☐
D. All suggested revisions, comments, or questions are clearly communicated to supervisors without delay	☐	☐	☐	☐
E. Insures that all ratings are clearly supported by the description of employee performance	☐	☐	☐	☐
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

9/8/99
CDJ
SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN

REVIEWER'S SSN

FIRST INTERIM REVIEW

SECOND INTERIM REVIEW

System 2F

☐ Probation

☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE 09 01 98

Reviewer's Signature

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE 12 31 98

Employee's Signature

Supervisor's Signature

MO DAY YR

DATE 05 01 99

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

AGREE
PARTIALLY AGREE
DISAGREE

1. Enforcing motor vehicle and related laws 1. ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5
2. Investigating accidents 2. ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5
3. Investigations (all types) 3. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
4. Preparing and presenting cases in court 4. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
5. Collection and submission of state revenues 5. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
6. Administering tests 6. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
7. Processing photo licenses 7. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
8. Preparing and submitting documents, reports, and correspondence 8. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
9. Maintaining good public relations 9. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
10. Maintaining personal conduct and appearance standards 10. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
11. Care and use of vehicles, equipment, and supplies 11. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
12. Communications 12. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
13. Receiving and following orders/instructions 13. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
14. Demonstrating concern for the department 14. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
15. Use of work time 15. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
16. Leadership and supervision 16. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
17. Administration 17. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
18. Conducting the job performance planning and evaluation program 18. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
19. Reviewing job performance plans and evaluation forms 19. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
20. 20. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
21. 21. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
22. 22. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
23. 23. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

EMPLOYEE

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

DATE OF EVALUATION

MO DAY YR

08 31 99

Employee's Signature

Date

8-31-99

Reviewer's Signature

Date

8/31/99

Supervisor's Signature

Date

8-31-99

Appointing Authority's Signature

Date

9/8/99

Review the description of the overall performance rating and the objectives of the work unit, given the employee's performance on page 1. Personnel's only specific recommendation is that if performance of one or more responsibilities is "Not Acceptable," overall evaluation be no higher than "Marginal." Mark your overall evaluation and recommendation on page 1. Evaluation of the employee's performance with the reviewer, then with the employee. Mark your overall evaluation at the bottom of page 1 and indicate the date the discussion occurred. All social security numbers, signatures, and dates have been filled in. Please check

1. ENFORCING MOTOR VEHICLE AND RELATED LAWS

Employee: ☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY ☐ ☐ ☐ ☒ ☐

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Enforces the laws equally and fairly	☐	☐	☒	☐
B. Recognizes violations and issues the proper document or documents for the violation committed	☐	☐	☐	☒
C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area	☐	☐	☒	☐
D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time	☐	☐	☒	☐
E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued	☐	☐	☐	☒
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐

Additional observations or comments, if any:

2. INVESTIGATING ACCIDENTS

Employee: ☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY ☐ ☐ ☐ ☒ ☐

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal	☐	☐	☒	☒
B. Insures that victims' needs and property are properly taken care of	☐	☐	☒	☐
C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered	☐	☐	☒	☐
D. Accident scene schematic is detailed and accurately depicts the accident	☐	☐	☐	☒
E. Takes proper enforcement action when necessary	☐	☐	☐	☐
F. Provides proper form and clearly explains to victims their legal obligation to report the accident	☐	☐	☐	☐
G.	☐	☐	☐	☐

H. Additional observations or comments, if any:

3. INVESTIGATIONS (ALL TYPES)

Evaluation of Employee Performance						Employee
NOT RESPONSIBLE	NEEDS IMPROVING	GOOD	SUPERIOR	EXCEPTIONAL		ADVERSE PARTIALLY ADVERSE POSITIVE
☐	☐	☐	☐	☒		

Description of Employee Performance		DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A.	Statement of the problem is clear, and does not require further clarification	☒	☐	☐	☒
B.	The information needed and the methods to obtain the information are determined prior to the collection of facts	☒	☐	☒	☐
C.	Effectively collects all pertinent facts	☒	☐	☒	☐
D.	Recommendations demonstrate an objective and fair evaluation of the facts	☒	☐	☐	☒
E.	Completes all investigations in a timely manner and within the designated time frames when applicable	☒	☐	☐	☒
F.	Notifies supervisors of any problems concerning investigations	☒	☐	☐	☒
G.		☒	☐	☐	☐
H.		☒	☐	☐	☐

Additional observations or comments, if any:

4. PREPARING AND PRESENTING CASES IN COURT

Evaluation of Employee Performance						Employee
NOT RESPONSIBLE	NEEDS IMPROVING	GOOD	SUPERIOR	EXCEPTIONAL		ADVERSE PARTIALLY ADVERSE POSITIVE
☐	☐	☐	☐	☒		

Description of Employee Performance		DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY
A.	All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures	☐	☐	☐	☒
B.	Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate	☐	☐	☐	☒
C.	Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court	☐	☐	☐	☒
D.	Appears for court on the proper day and time	☐	☐	☐	☒
E.	Gives clear, thorough, and accurate testimony. Further clarification is not needed	☐	☐	☐	☒
F.	Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure	☐	☐	☐	☒
G.	Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator	☐	☐	☒	☐
H.	Properly follows up all citations to their final disposition in a reasonable time period	☐	☐	☐	☐
I.		☐	☐	☐	☐
J.		☐	☐	☐	☐

Additional observations or comments, if any:

A. PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Employee

☐ AGREE

☐ PARTIALLY AGREE

☐ DISAGREE

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSIS-
TENTLY |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence | ☐ | ☐ | ☐ | ☒ |
| B. Information in documents, reports, and correspondence is accurate and complete | ☐ | ☐ | ☒ | ☐ |
| C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines | ☐ | ☐ | ☐ | ☒ |
| D. Insures that required documents and reports are properly distributed | ☐ | ☐ | ☐ | ☒ |
| E. Responses to correspondence follow departmental guidelines | ☐ | ☐ | ☐ | ☒ |
| F. | ☐ | ☐ | ☐ | ☒ |
| G. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

B. MAINTAINING GOOD PUBLIC RELATIONS

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Employee

☐ AGREE

☐ PARTIALLY AGREE

☐ DISAGREE

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSIS-
TENTLY |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants | ☐ | ☐ | ☐ | ☒ |
| B. Provides effective help in situations that require assistance | ☐ | ☐ | ☐ | ☒ |
| C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations | ☐ | ☐ | ☐ | ☒ |
| D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy | ☐ | ☐ | ☐ | ☒ |
| E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies | ☐ | ☐ | ☐ | ☒ |
| F. | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS**Evaluation of Employee Performance**

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Obeys all criminal and civil laws at all times | ☐ | ☐ | ☐ | ☒ |
| B. Discharges duties according to departmental policies and regulations | ☐ | ☐ | ☐ | ☒ |
| C. Conduct and speech on duty reflect positively on the department | ☐ | ☐ | ☐ | ☒ |
| D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations | ☐ | ☐ | ☐ | ☒ |
| E. | ☐ | ☐ | ☐ | ☐ |
| F. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES**Evaluation of Employee Performance**

☐ RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL

Employee

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Schedules vehicles and equipment in advance | ☐ | ☐ | ☐ | ☒ |
| B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person | ☐ | ☐ | ☐ | ☒ |
| C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented | ☐ | ☐ | ☐ | ☒ |
| D. Maintains security of facilities, equipment, and monies | ☐ | ☐ | ☐ | ☒ |
| E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages | ☐ | ☐ | ☐ | ☒ |
| F. Obeys all traffic laws while operating vehicle in routine circumstances | ☐ | ☐ | ☐ | ☒ |
| G. Insures that vehicles and equipment are not damaged through personal neglect | ☐ | ☐ | ☐ | ☒ |
| H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones) | ☐ | ☐ | ☐ | ☒ |
| I. Does not make purchases or repairs without prior approval | ☐ | ☐ | ☐ | ☒ |
| J. Keeps firearms clean and in proper working order | ☐ | ☐ | ☐ | ☒ |
| K. Follows departmental policy concerning use of and modification of firearms | ☒ | ☐ | ☐ | ☐ |
| L. Keeps the work facilities clean and orderly | ☐ | ☐ | ☐ | ☐ |
| M. Keeps the portable scales clean and calibrated | ☐ | ☐ | ☐ | ☐ |
| N. | ☐ | ☐ | ☐ | ☐ |
| O. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

12. COMMUNICATIONS

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

EXCELLENT

PERFECT

Employee

☐ NONE

☐ PARTIALLY ADEQUATE

☐ ADEQUATE

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation | ☐ | ☐ | ☐ | ☒ |
| B. Verifies that listeners correctly understand communications | ☐ | ☐ | ☐ | ☒ |
| C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary | ☐ | ☐ | ☒ | ☐ |
| D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request | ☐ | ☐ | ☐ | ☒ |
| E. | ☐ | ☐ | ☐ | ☐ |
| F. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

EXCELLENT

PERFECT

Employee

☐ NONE

☐ PARTIALLY ADEQUATE

☐ ADEQUATE

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary | ☐ | ☐ | ☒ | ☐ |
| B. Accepts and effectively implements orders/instructions in a way which is in the best interest of the department and officers | ☐ | ☐ | ☐ | ☒ |
| C. Discusses in a professional manner any disagreement or misunderstanding about an order/instruction with supervisor in private | ☐ | ☐ | ☐ | ☒ |
| D. Promptly informs supervisor of any situation which interferes with carrying out orders/instructions | ☐ | ☐ | ☐ | ☒ |
| E. Follows appropriate chain of command both up and down | ☐ | ☐ | ☐ | ☐ |
| F. | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

NOT ACCEPTABLE ACCEPTABLE GOOD EXCELLENT

Employee: _____

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion	☒	☐	☐	☒
B. Promotes a positive work atmosphere; does not malign or undermine the work of others	☒	☐	☐	☒
C. Effectively assists in the orientation and training of inexperienced employees	☒	☐	☐	☒
D. Willingly assumes additional duties or responsibilities when requested to do so	☒	☐	☐	☒
E. Constructively participates in special assignments	☒	☐	☐	☒
F. Adjusts personal schedule to meet the needs of the department	☒	☐	☐	☒
G. Takes appropriate steps to improve performance when given constructive criticism	☒	☐	☐	☒
H.	☒	☐	☐	☐
I.	☒	☐	☐	☐

Additional observations or comments, if any:

15. USE OF WORK TIME

NOT ACCEPTABLE ACCEPTABLE GOOD EXCELLENT

Employee: _____

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Reports for all assigned duties on time and at the proper place	☒	☐	☐	☒
B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift	☒	☐	☐	☒
C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention	☒	☐	☒	☒
D. Uses discretion in the use of leave	☒	☐	☐	☒
E. Follows departmental guidelines for use of meal and break time	☒	☐	☐	☒
F. Remains on duty assignment until properly relieved	☒	☐	☒	☐
G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time	☒	☐	☒	☐
H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision	☒	☐	☐	☐
I.	☒	☐	☐	☐
J.	☒	☐	☐	☐

Additional observations or comments, if any:

EMPL YEE SSN : [REDACTED]

NAME : HUCKLEY

RANDALL D

POSITION NUMBER 349.03-00315000504.05

CLASS : TROOPER WORK CENTER: 1206

DATE EVAL DUE : 08-31-1998

FORM TYPE : 2F

PURPOSE : ANNUAL

SYSTEM 2F SAFETY UNIFORM 2D PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]

REVIEWER'S SSN [REDACTED]

System 2F

☐ Probation

☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Randall D. Huckley
Employee's Signature

Jackie M. Stevens
Supervisor's Signature

[Signature]
Reviewer's Signature

MO DAY YR
DATE 09 01 97

FIRST INTERIM REVIEW

Randall D. Huckley
Employee's Signature
Jackie M. Stevens
Supervisor's Signature

MO DAY YR
DATE 12 08 97

SECOND INTERIM REVIEW

Randall D. Huckley
Employee's Signature
Jackie M. Stevens
Supervisor's Signature

MO DAY YR
DATE 04 30 98

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

AGREE
PARTIALLY AGREE
DISAGREE

1. Enforcing motor vehicle and related laws
2. Investigating accidents
3. Investigations (all types)
4. Preparing and presenting cases in court
5. Collection and submission of state revenues
6. Administering tests
7. Processing photo licenses
8. Preparing and submitting documents, reports, and correspondence
9. Maintaining good public relations
10. Maintaining personal conduct and appearance standards
11. Care and use of vehicles, equipment, and supplies
12. Communications
13. Receiving and following orders/instructions
14. Demonstrating concern for the department
15. Use of work time
16. Leadership and supervision
17. Administration
18. Conducting the job performance planning and evaluation program
19. Reviewing job performance plans and evaluation forms
- 20.
- 21.
- 22.
- 23.

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

EMPLOYEE

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

DATE OF EVALUATION

MO DAY YR

09 01 98

9-1-98

Date

9/2/98

Date

Randall D. Huckley
Employee's Signature

Jackie M. Stevens
Supervisor's Signature

9-1-98
Date

9-1-98
Date

[Signature]
Reviewer's Signature

M. Greene
Appointing Authority's Signature

responsibilities that do not apply to this employee.

Review the description of the overall evaluation and recommendation on page 16 appropriate for the type of evaluation you are conducting. The overall performance rating should be based on the rater's judgment of the employee's overall contribution to the objectives of the work unit, given the employee's performance of the job responsibilities. The Department of Personnel's only specific recommendation is that if performance of one or more responsibilities is "Not Acceptable," the

1. ENFORCING MOTOR VEHICLE AND RELATED LAWS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

☐ NOT
ACCEPTABLE

☐ MARGINAL

☐ GOOD

☐ SUPERIOR

☒ EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSIS-
TENTLY |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Enforces the laws equally and fairly | ☐ | ☐ | ☐ | ☒ |
| B. Recognizes violations and issues the proper document or documents for the violation committed | ☐ | ☐ | ☐ | ☒ |
| C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area..... | ☐ | ☐ | ☒ | ☐ |
| D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time | ☐ | ☐ | ☒ | ☐ |
| E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued | ☐ | ☐ | ☒ | ☐ |
| F. | ☐ | ☐ | ☐ | ☒ |
| G. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

2. INVESTIGATING ACCIDENTS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

☐ NOT
ACCEPTABLE

☐ MARGINAL

☐ GOOD

☐ SUPERIOR

☒ EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSIS-
TENTLY |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal | ☐ | ☐ | ☒ | ☐ |
| B. Insures that victims' needs and property are properly taken care of | ☐ | ☐ | ☐ | ☒ |
| C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered | ☐ | ☐ | ☐ | ☒ |
| D. Accident scene schematic is detailed and accurately depicts the accident | ☐ | ☐ | ☒ | ☐ |
| E. Takes proper enforcement action when necessary | ☐ | ☐ | ☐ | ☒ |
| F. Provides proper form and clearly explains to victims their legal obligation to report the accident | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |
| H. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

- A. Obeys all criminal and civil laws at all times
 B. Discharges duties according to departmental policies and regulations
 C. Conduct and speech on duty reflect positively on the department

DOES NOT APPLY ☐ SELDOM ☐ MOST OF THE TIME ☐ CONSISTENTLY ☐

3. INVESTIGATIONS (ALL TYPES)

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

☒ ADEQUATE
☐ PARTIALLY ADEQUATE
☐ INADEQUATE

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Statement of the problem is clear, and does not require further clarification	☐	☐	☒	☐
B. The information needed and the methods to obtain the information are determined prior to the collection of facts	☐	☐	☐	☒
C. Effectively collects all pertinent facts	☐	☐	☒	☐
D. Recommendations demonstrate an objective and fair evaluation of the facts	☐	☐	☐	☒
E. Completes all investigations in a timely manner and within the designated time frames when applicable	☐	☐	☒	☐
F. Notifies supervisors of any problems concerning investigations	☐	☐	☐	☒
G.	☐	☐	☐	☐
H.	☐	☐	☐	☐

Additional observations or comments, if any:

4. PREPARING AND PRESENTING CASES IN COURT

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

☒ ADEQUATE
☐ PARTIALLY ADEQUATE
☐ INADEQUATE

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures	☐	☐	☐	☒
B. Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate	☐	☐	☐	☒
C. Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court	☐	☐	☐	☒
D. Appears for court on the proper day and time	☐	☐	☐	☒
E. Gives clear, thorough, and accurate testimony. Further clarification is not needed	☐	☐	☐	☒
F. Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure	☐	☐	☐	☒
G. Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator	☐	☐	☒	☐
H. Properly follows up all citations to their final disposition in a reasonable time period	☐	☐	☐	☐
I.	☐	☐	☐	☐
J.	☐	☐	☐	☐

Additional observations or comments, if any:

A. COLLECTION AND SUBMISSION OF STATE REVENUES

Evaluation of Employee Performance

☒ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☐ EXCEPTIONAL

Employee

☐ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Collects only authorized revenues | ☐ | ☐ | ☐ | ☐ |
| B. Submits appropriate collected revenues on time | ☐ | ☐ | ☐ | ☐ |
| C. Gives the proper receipts for collected revenues | ☐ | ☐ | ☐ | ☐ |
| D. Submits an appropriate copy of the receipt with the collected revenues | ☐ | ☐ | ☐ | ☐ |
| E. | ☐ | ☐ | ☐ | ☐ |
| F. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

B. ADMINISTERING TESTS

Evaluation of Employee Performance

☒ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☐ EXCEPTIONAL

Employee

☐ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Grades fairly and correctly, taking adequate time to discuss errors made | ☐ | ☐ | ☐ | ☐ |
| B. Greets applicants cheerfully and interviews them thoroughly with promptness and courtesy while adhering to official examining standards | ☐ | ☐ | ☐ | ☐ |
| C. Checks applications for accuracy; detects all errors before applicants depart | ☐ | ☐ | ☐ | ☐ |
| D. Cash receipts balance. Checks receipts at regular intervals | ☐ | ☐ | ☐ | ☐ |
| E. Demonstrates a thorough working knowledge of procedures for qualifying an applicant | ☐ | ☐ | ☐ | ☐ |
| F. Properly verifies required identification. Detects fraudulent applicants and takes appropriate action | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |
| H. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

7. PROCESSING PHOTO LICENSES

Evaluation of Employee Performance

☒ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☐ EXCEPTIONAL

Employee

☐ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Checks photo card for accuracy, verifies identity of subject, and gives subject adequate time for composure | ☐ | ☐ | ☐ | ☐ |
| B. Operates camera efficiently, making any necessary adjustments and ensuring correct backdrop and proper position | ☐ | ☐ | ☐ | ☐ |
| C. Checks quality of photo license prior to issuing | ☐ | ☐ | ☐ | ☐ |
| D. | ☐ | ☐ | ☐ | ☐ |
| E. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

A. Obeys all criminal and civil laws at all times B. Discharges duties according to departmental policies and regulations C. Conduct and speech on duty reflect positively on the department	DOES NOT APPLY ☐ ☐ ☐	SELDOM ☐ ☐	MOST OF THE TIME ☐ ☐	CONSISTENTLY ☒ ☐
--	--	--	--	---

8. PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Evaluation of Employee Performance

Employee

☐ RESPONSIBILITY DOES NOT APPLY

NOT ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

☒ AGREE

☐ PARTIALLY AGREE

☐ DISAGREE

Description of Employee Performance

DOES NOT APPLY

SELDOM

MOST OF THE TIME

CONSISTENTLY

- | | | | | |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence | ☐ | ☐ | ☐ | ☒ |
| B. Information in documents, reports, and correspondence is accurate and complete | ☐ | ☐ | ☐ | ☒ |
| C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines | ☐ | ☐ | ☒ | ☐ |
| D. Insures that required documents and reports are properly distributed | ☐ | ☐ | ☐ | ☒ |
| E. Responses to correspondence follow departmental guidelines | ☐ | ☐ | ☐ | ☒ |
| F. | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

9. MAINTAINING GOOD PUBLIC RELATIONS

Evaluation of Employee Performance

Employee

☐ RESPONSIBILITY DOES NOT APPLY

NOT ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

☒ AGREE

☐ PARTIALLY AGREE

☐ DISAGREE

Description of Employee Performance

DOES NOT APPLY

SELDOM

MOST OF THE TIME

CONSISTENTLY

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants | ☐ | ☐ | ☐ | ☒ |
| B. Provides effective help in situations that require assistance | ☐ | ☐ | ☐ | ☒ |
| C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations | ☐ | ☐ | ☐ | ☒ |
| D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy | ☐ | ☐ | ☐ | ☒ |
| E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies | ☐ | ☐ | ☐ | ☒ |
| F. | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee
☒ AGREES
 ☐ PARTIALLY AGREES
 ☐ DISAGREES

Description of Employee Performance	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Obeys all criminal and civil laws at all times	☒	☐	☐	☒
B. Discharges duties according to departmental policies and regulations	☒	☐	☐	☒
C. Conduct and speech on duty reflect positively on the department	☒	☐	☐	☒
D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations	☒	☐	☐	☒
E.	☒	☐	☐	☒
F.	☒	☐	☐	☒

Additional observations or comments, if any:

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☐ SUPERIOR
 ☒ EXCEPTIONAL

Employee
☒ AGREES
 ☐ PARTIALLY AGREES
 ☐ DISAGREES

Description of Employee Performance	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Schedules vehicles and equipment in advance	☒	☐	☒	☐
B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person	☒	☐	☐	☒
C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented	☒	☐	☐	☒
D. Maintains security of facilities, equipment, and monies	☒	☐	☐	☒
E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages	☒	☐	☐	☒
F. Obeys all traffic laws while operating vehicle in routine circumstances	☒	☐	☐	☒
G. Insures that vehicles and equipment are not damaged through personal neglect	☒	☐	☒	☐
H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones)	☒	☐	☐	☒
I. Does not make purchases or repairs without prior approval	☒	☐	☐	☒
J. Keeps firearms clean and in proper working order	☒	☐	☐	☒
K. Follows departmental policy concerning use of and modification of firearms	☒	☐	☐	☒
L. Keeps the work facilities clean and orderly	☒	☐	☐	☒
M. Keeps the portable scales clean and calibrated	☒	☐	☐	☒
N.	☒	☐	☐	☒
O.	☒	☐	☐	☒

Additional observations or comments, if any:



12. COMMUNICATIONS

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREE	PARTIALLY AGREE	DISAGREE	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. Communicates clearly and effectively using language and style of presentation which are appropriate for the situation									
B. Verifies that listeners correctly understand communications									
C. Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary									
D. Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request									
E.									
F.									
Additional observations or comments, if any:									

13. RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREE	PARTIALLY AGREE	DISAGREE	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☒	☐	☒	☐	☐	
A. Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary									
B. Accepts and effectively implements orders/instructions in a way which is in the best interest of the department and officers									
C. Discusses in a professional manner any disagreement or misunderstanding about an order/instruction with supervisor in private									
D. Promptly informs supervisor of any situation which interferes with carrying out orders/instructions									
E. Follows appropriate chain of command both up and down									
F.									
G.									
Additional observations or comments, if any:									

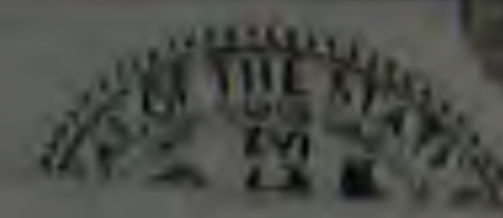
14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Description of Employee Performance	Evaluation of Employee Performance						Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☒	☐					
A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion										
B. Promotes a positive work atmosphere; does not malign or undermine the work of others								☒		
C. Effectively assists in the orientation and training of inexperienced employees									☒	
D. Willingly assumes additional duties or responsibilities when requested to do so								☒		
E. Constructively participates in special assignments								☒		
F. Adjusts personal schedule to meet the needs of the department								☒		
G. Takes appropriate steps to improve performance when given constructive criticism								☒		
H.									☒	
I.										
Additional observations or comments, if any:										

15. USE OF WORK TIME

Description of Employee Performance	Evaluation of Employee Performance						Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSIS- TENTLY	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒					
A. Reports for all assigned duties on time and at the proper place								☒		
B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift								☒		
C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention								☒		
D. Uses discretion in the use of leave									☒	
E. Follows departmental guidelines for use of meal and break time									☒	
F. Remains on duty assignment until properly relieved									☒	
G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time									☒	
H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision										
I.										
J.										
Additional observations or comments, if any:										

Employee SSN [] [] [] - [] [] [] [] [] []



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE

EMPLOYEE SSN : [REDACTED]
NAME : HUCKEY RANDALL D
POSITION NUMBER 349.03-00316000504.05
CLASS : TROOPER WORK CENTER: 1206
DATE EVAL DUE : 08-31-97
FORM TYPE : 2F
PURPOSE : ANNUAL

System 2F ☐ Probation ☒ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Employee's Signature: *Randall D. Hucky*
Supervisor's Signature: *Jackie Miller*

Reviewer's Signature: *H. Rand Hoover*
DATE: 08 24 96

SYSTEM 2F SAFETY L FORMED PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]

REVIEWER'S SSN [REDACTED]

FIRST INTERIM REVIEW

Employee's Signature: *Randall D. Hucky*
Supervisor's Signature: *Jackie Miller*

DATE: 120 59 6

SECOND INTERIM REVIEW

Employee's Signature: *Randall D. Hucky*
Supervisor's Signature: *T.A. Swafford*

DATE: 0330 97

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

1. Enforcing motor vehicle and related laws
2. Investigating accidents
3. Investigations (all types)
4. Preparing and presenting cases in court
5. Collection and submission of state revenues
6. Administering tests
7. Processing photo licenses
8. Preparing and submitting documents, reports, and correspondence
9. Maintaining good public relations
10. Maintaining personal conduct and appearance standards
11. Care and use of vehicles, equipment, and supplies
12. Communications
13. Receiving and following orders/instructions
14. Demonstrating concern for the department
15. Use of work time
16. Leadership and supervision
17. Administration
18. Conducting the job performance planning and evaluation program
19. Reviewing job performance plans and evaluation forms
- 20.
- 21.
- 22.
- 23.

	Exceptional	Superior	Good	Marginal	Not Acceptable	Not Applicable	AGREE	PARTIALLY AGREE	DISAGREE
1.	☐	☐	☐	☐	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐	☐	☐	☐	☐
4.	☒	☐	☐	☐	☐	☐	☐	☐	☐
5.	☒	☐	☐	☐	☐	☐	☐	☐	☐
6.	☒	☐	☐	☐	☐	☐	☐	☐	☐
7.	☐	☐	☐	☐	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐	☐	☐	☐	☐
13.	☐	☐	☐	☐	☐	☐	☐	☐	☐
14.	☐	☐	☐	☐	☐	☐	☐	☐	☐
15.	☐	☐	☐	☐	☐	☐	☐	☐	☐
16.	☐	☐	☐	☐	☐	☐	☐	☐	☐
17.	☐	☐	☐	☐	☐	☐	☐	☐	☐
18.	☐	☐	☐	☐	☐	☐	☐	☐	☐
19.	☐	☐	☐	☐	☐	☐	☐	☐	☐
20.	☐	☐	☐	☐	☐	☐	☐	☐	☐
21.	☐	☐	☐	☐	☐	☐	☐	☐	☐
22.	☐	☐	☐	☐	☐	☐	☐	☐	☐
23.	☐	☐	☐	☐	☐	☐	☐	☐	☐

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☒ SUPERIOR ☐ EXCEPTIONAL ☐

EMPLOYEE
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

DATE OF EVALUATION
MO DAY YR
08 14 97

Employee's Signature: *Randall D. Hucky*
Date: 8-14-97

Reviewer's Signature: *H. Rand Hoover*
Date: 8-14-97
Appointing Authority's Signature: *Capt. [Signature]*
Date: 08-22-97

into for the type of evaluation you overall contribu-

1. ENFORCING MOTOR VEHICLE AND RELATED LAWS

Evaluation of Employee Performance

Employee

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☒ AGREE
☐ PARTIALLY AGREE
☐ DISAGREE

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

DOES NOT APPLY SELDOM MOST OF THE TIME CONSISTENTLY

- A. Enforces the laws equally and fairly
- B. Recognizes violations and issues the proper document or documents for the violation committed
- C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area
- D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time
- E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued
- F.
- G.

☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☐
☐	☐	☐	☐

Additional observations or comments, if any:

2. INVESTIGATING ACCIDENTS

Evaluation of Employee Performance

Employee

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☒ AGREE
☐ PARTIALLY AGREE
☐ DISAGREE

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

DOES NOT APPLY SELDOM MOST OF THE TIME CONSISTENTLY

- A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal
- B. Insures that victims' needs and property are properly taken care of
- C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered
- D. Accident scene schematic is detailed and accurately depicts the accident
- E. Takes proper enforcement action when necessary
- F. Provides proper form and clearly explains to victims their legal obligation to report the accident
- G.
- H.
- Additional observations or comments, if any:

☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☒	☒
☐	☐	☐	☒
☐	☐	☐	☒
☐	☐	☐	☐
☐	☐	☐	☐

3. INVESTIGATIONS (ALL TYPES)

		Evaluation of Employee Performance					Employee			
		NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐	RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
Description of Employee Performance		DOES NOT APPLY	SELDOM	MOST OF THE TIME						
A.	Statement of the problem is clear, and does not require further clarification	☐	☐	☐						
B.	The information needed and the methods to obtain the information are determined prior to the collection of facts	☐	☐	☐						
C.	Effectively collects all pertinent facts	☐	☐	☐						
D.	Recommendations demonstrate an objective and fair evaluation of the facts	☐	☐	☒						
E.	Completes all investigations in a timely manner and within the designated time frames when applicable	☐	☐	☐						
F.	Notifies supervisors of any problems concerning investigations	☐	☐	☐						
G.		☐	☐	☐						
H.		☐	☐	☐						
Additional observations or comments, if any:										

4. PREPARING AND PRESENTING CASES IN COURT

		Evaluation of Employee Performance					Employee			
		NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐	RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
Description of Employee Performance		DOES NOT APPLY	SELDOM	MOST OF THE TIME						
A.	All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures	☐	☐	☐						
B.	Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate	☐	☐	☐						
C.	Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court	☐	☐	☒						
D.	Appears for court on the proper day and time	☐	☐	☐						
E.	Gives clear, thorough, and accurate testimony. Further clarification is not needed	☐	☐	☐						
F.	Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure	☐	☐	☐						
G.	Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator	☐	☐	☒						
H.	Properly follows up all citations to their final disposition in a reasonable time period	☐	☐	☐						
I.		☐	☐	☐						
J.		☐	☐	☐						
Additional observations or comments, if any:										

6. COLLECTION AND SUBMISSION OF STATE REVENUES

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☒ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☐	☐	☐	☐	
A. Collects only authorized revenues						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
B. Submits appropriate collected revenues on time						☐	☐	☐	☐
C. Gives the proper receipts for collected revenues						☐	☐	☐	☐
D. Submits an appropriate copy of the receipt with the collected revenues						☐	☐	☐	☐
E.						☐	☐	☐	☐
F.						☐	☐	☐	☐
Additional observations or comments, if any:						☐	☐	☐	☐

6. ADMINISTERING TESTS

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☒ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☐	☐	☐	☐	
A. Grades fairly and correctly, taking adequate time to discuss errors made						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
B. Greets applicants cheerfully and interviews them thoroughly with promptness and courtesy while adhering to official examining standards						☐	☐	☐	☐
C. Checks applications for accuracy; detects all errors before applicants depart						☐	☐	☐	☐
D. Cash receipts balance. Checks receipts at regular intervals						☐	☐	☐	☐
E. Demonstrates a thorough working knowledge of procedures for qualifying an applicant						☐	☐	☐	☐
F. Properly verifies required identification. Detects fraudulent applicants and takes appropriate action						☐	☐	☐	☐
G.						☐	☐	☐	☐
H.						☐	☐	☐	☐
Additional observations or comments, if any:						☐	☐	☐	☐

7. PROCESSING PHOTO LICENSES

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☒ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☐	☐	☐	☐	
A. Checks photo card for accuracy, verifies identity of subject, and gives subject adequate time for composure						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
B. Operates camera efficiently, making any necessary adjustments and ensuring correct backdrop and proper position						☐	☐	☐	☐
C. Checks quality of photo license prior to issuing						☐	☐	☐	☐
D.						☐	☐	☐	☐
E.						☐	☐	☐	☐
Additional observations or comments, if any:						☐	☐	☐	☐

obeys all criminal and civil laws at all times	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
B. Discharges duties according to departmental policies and regulations	☐	☐	☐	☒
C. Conduct and speech on duty reflect positively on the department	☐	☐	☐	☒
D. Maintains appearance and uniform equipment/accessories in accordance with	☐	☐	☐	☒

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence	☐	☐	☐	☒
B. Information in documents, reports, and correspondence is accurate and complete	☐	☐	☒	☐
C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines	☐	☐	☐	☒
D. Insures that required documents and reports are properly distributed	☐	☐	☐	☒
E. Responses to correspondence follow departmental guidelines	☐	☐	☐	☐
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐
Additional observations or comments, if any:				

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants	☐	☐	☐	☒
B. Provides effective help in situations that require assistance	☐	☐	☐	☒
C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations	☐	☐	☐	☒
D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy	☐	☐	☐	☒
E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies	☐	☐	☐	☐
F.	☐	☐	☐	☐
G.	☐	☐	☐	☐
Additional observations or comments, if any:				

10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Employee: ☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance					DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Obeys all criminal and civil laws at all times					☐	☐	☐	☒
B. Discharges duties according to departmental policies and regulations					☐	☐	☐	☒
C. Conduct and speech on duty reflect positively on the department					☐	☐	☐	☒
D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations					☐	☐	☐	☒
E.					☐	☐	☐	☒
F.					☐	☐	☐	☐

Additional observations or comments, if any:

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Employee: ☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance					DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Schedules vehicles and equipment in advance					☐	☐	☐	☒
B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person					☐	☐	☐	☒
C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented					☐	☐	☐	☒
D. Maintains security of facilities, equipment, and monies					☐	☐	☐	☒
E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages					☐	☐	☐	☒
F. Obeys all traffic laws while operating vehicle in routine circumstances					☐	☐	☐	☒
G. Insures that vehicles and equipment are not damaged through personal neglect					☐	☐	☐	☒
H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones)					☐	☐	☐	☒
I. Does not make purchases or repairs without prior approval					☐	☐	☐	☒
J. Keeps firearms clean and in proper working order					☐	☐	☐	☒
K. Follows departmental policy concerning use of and modification of firearms					☒	☐	☐	☐
L. Keeps the work facilities clean and orderly					☐	☐	☐	☐
M. Keeps the portable scales clean and calibrated					☐	☐	☐	☐
N.					☐	☐	☐	☐
O.					☐	☐	☐	☐

Additional observations or comments, if any:

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Evaluation of Employee Performance						Employee			
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREE	PARTIALLY AGREE	DISAGREE		
☐	☐	☐	☐	☒	☒	☐	☐		
Description of Employee Performance						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion						☐	☐	☐	☒
B. Promotes a positive work atmosphere; does not malign or undermine the work of others						☐	☐	☐	☒
C. Effectively assists in the orientation and training of inexperienced employees						☒	☐	☐	☐
D. Willingly assumes additional duties or responsibilities when requested to do so						☐	☐	☐	☒
E. Constructively participates in special assignments						☐	☐	☐	☒
F. Adjusts personal schedule to meet the needs of the department						☐	☐	☒	☐
G. Takes appropriate steps to improve performance when given constructive criticism						☐	☐	☐	☒
H.						☐	☐	☐	☐
I.						☐	☐	☐	☐
Additional observations or comments, if any:									

15. USE OF WORK TIME

Evaluation of Employee Performance						Employee			
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREE	PARTIALLY AGREE	DISAGREE		
☐	☐	☐	☐	☒	☒	☐	☐		
Description of Employee Performance						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Reports for all assigned duties on time and at the proper place						☐	☐	☐	☒
B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift						☐	☐	☐	☒
C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention						☐	☐	☒	☐
D. Uses discretion in the use of leave						☐	☐	☒	☒
E. Follows departmental guidelines for use of meal and break time						☐	☐	☐	☒
F. Remains on duty assignment until properly relieved						☐	☐	☐	☒
G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time						☐	☐	☐	☒
H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision						☐	☐	☐	☐
I.						☐	☐	☐	☐
J.						☐	☐	☐	☐
Additional observations or comments, if any:									

EMPLOYEE SSN : [REDACTED]

NAME : HUCKEY RANDALL D

POSITION NUMBER 349.03-00311000509.01

CLASS : TROOPER WORK CENTER:0200

DATE EVAL USE : 09-02-96

FORM TYPE : 2F

PURPOSE : PROBATION

SYSTEM 2F SAFETY UNIFORMED PERSONNEL EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]

REVIEWER'S SSN [REDACTED]

System 2F

☒ Probation

☐ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Randall D. Hucky
Employee's Signature

Jackie M. Steves
Supervisor's Signature

L. D. Hucker
Reviewer's Signature

MO DAY YR
DATE 022996

FIRST INTERIM REVIEW

Randall D. Hucky
Employee's Signature
Jackie M. Steves
Supervisor's Signature

MO DAY YR
DATE 050196

SECOND INTERIM REVIEW

Randall D. Hucky
Employee's Signature
Jackie M. Steves
Supervisor's Signature

MO DAY YR
DATE 070396

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

1. Enforcing motor vehicle and related laws
2. Investigating accidents
3. Investigations (all types)
4. Preparing and presenting cases in court
5. Collection and submission of state revenues
6. Administering tests
7. Processing photo licenses
8. Preparing and submitting documents, reports, and correspondence
9. Maintaining good public relations
10. Maintaining personal conduct and appearance standards
11. Care and use of vehicles, equipment, and supplies
12. Communications
13. Receiving and following orders/instructions
14. Demonstrating concern for the department
15. Use of work time
16. Leadership and supervision
17. Administration
18. Conducting the job performance planning and evaluation program
19. Reviewing job performance plans and evaluation forms
- 20.
- 21.
- 22.
- 23.

	Exceptional	Superior	Good	Marginal	Not Acceptable	Not Applicable
1.	☐	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐	☐
5.	☒	☐	☐	☐	☐	☐
6.	☒	☐	☐	☐	☐	☐
7.	☒	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐	☐
13.	☐	☐	☐	☐	☐	☐
14.	☐	☐	☐	☐	☐	☐
15.	☐	☐	☐	☐	☐	☐
16.	☐	☐	☐	☐	☐	☐
17.	☐	☐	☐	☐	☐	☐
18.	☐	☐	☐	☐	☐	☐
19.	☐	☐	☐	☐	☐	☐
20.	☐	☐	☐	☐	☐	☐
21.	☐	☐	☐	☐	☐	☐
22.	☐	☐	☐	☐	☐	☐
23.	☐	☐	☐	☐	☐	☐

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 16 OF THIS BOOKLET)

NOT ACCEPTABLE 1 MARGINAL 2

GOOD 3

SUPERIOR 4

EXCEPTIONAL 5

EMPLOYEE

☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

DATE OF EVALUATION
MO DAY YR

081396

Randall D. Hucky
Employee's Signature

8-26-96
Date

Jackie M. Steves
Supervisor's Signature

8-13-96
Date

L. D. Hucker
Reviewer's Signature

08-29-96
Date

Capt. [Signature]
Appointing Authority's Signature

The overall performance rating should be based on the rating of the job responsibilities. The Department of Personnel is conducting the overall performance rating of the work unit, given the employee's performance of one or more responsibilities is "Not Acceptable," the employee is not eligible for promotion.

1. ENFORCING MOTOR VEHICLE AND RELATED LAWS

		Evaluation of Employee Performance					Employee	
		NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	☒ AGREE	☐ PARTIALLY AGREE
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☐	☒	☐	☐ DISAGREE

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSISTENTLY |
|--|--------------------------|--------|-------------------------------------|-------------------------------------|
| A. Enforces the laws equally and fairly | ☐ | | | ☒ |
| B. Recognizes violations and issues the proper document or documents for the violation committed | ☐ | | ☒ | |
| C. Issues hazardous moving violations at a rate greater than the average enforcement activity in the assigned area | ☐ | | | ☒ |
| D. Issues an appropriate mixture of hazardous moving and non-moving violations over assigned patrol time | ☐ | | ☒ | |
| E. Demonstrates a thorough knowledge of all laws and enforcement procedures as evidenced by the variety of citations or documents issued | ☐ | | | ☒ |
| F. | ☐ | | | |
| G. | ☐ | | | |
- Additional observations or comments, if any:

2. INVESTIGATING ACCIDENTS

		Evaluation of Employee Performance					Employee	
		NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	☒ AGREE	☐ PARTIALLY AGREE
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☐	☒	☐	☐ DISAGREE

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSISTENTLY |
|--|--------------------------|--------|-------------------------------------|-------------------------------------|
| A. Protects the accident scene and keeps a normal traffic flow so that hazards to persons and property are minimal | ☐ | | ☒ | ☒ |
| B. Insures that victims' needs and property are properly taken care of | ☐ | | ☒ | |
| C. Insures that all relevant facts and evidence to accurately reconstruct the events of the accident are properly gathered | ☐ | | | ☒ |
| D. Accident scene schematic is detailed and accurately depicts the accident | ☐ | | | ☒ |
| E. Takes proper enforcement action when necessary | ☐ | | | ☒ |
| F. Provides proper form and clearly explains to victims their legal obligation to report the accident | ☐ | | | |
| G. | ☐ | | | |
| H. | ☐ | | | |
- Additional observations or comments, if any:

ESTIGATIONS (ALL TYPES)

Evaluation of Employee Performance

Employee

RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
Statement of the problem is clear, and does not require further clarification	☐	☐	☒	☐
The information needed and the methods to obtain the information are determined prior to the collection of facts	☐	☐	☐	☒
Effectively collects all pertinent facts	☐	☐	☐	☒
Recommendations demonstrate an objective and fair evaluation of the facts	☐	☐	☐	☒
Completes all investigations in a timely manner and within the designated time frames when applicable	☐	☐	☐	☒
Notifies supervisors of any problems concerning investigations	☐	☐	☒	☐
	☐	☐	☐	☒
	☐	☐	☐	☐
Additional observations or comments, if any:	☐	☐	☐	☐

PREPARING AND PRESENTING CASES IN COURT

Evaluation of Employee Performance

Employee

RESPONSIBILITY DOES NOT APPLY ☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☒

☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES

Description of Employee Performance

	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
All the evidence and facts needed for prosecution are collected and preserved according to departmental procedures	☐	☐	☐	☒
Identifies suspects through thorough evaluations of statements, facts, and evidence. Decisions to prosecute for law violation are appropriate	☐	☐	☒	☐
Thoroughly reviews facts of case and/or consults District Attorney General in preparation for giving testimony in court	☐	☐	☒	☐
Appears for court on the proper day and time	☐	☐	☐	☒
Gives clear, thorough, and accurate testimony. Further clarification is not needed	☐	☐	☐	☒
Clearly outlines circumstances of a violation and presents all appropriate evidence relating to the violation in compliance with rules of criminal procedure	☐	☐	☐	☒
Behaves in a professional manner and avoids conflicts with the judge, attorney, or violator	☐	☐	☐	☒
Properly follows up all citations to their final disposition in a reasonable time period	☐	☐	☒	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
Additional observations or comments, if any:	☐	☐	☐	☐

E. PREPARING AND SUBMITTING DOCUMENTS, REPORTS, AND CORRESPONDENCE

Evaluation of Employee Performance						Employee
☐ RESPONSIBILITY DOES NOT APPLY	☐ NOT ACCEPTABLE	☐ MARGINAL	☐ GOOD	☐ SUPERIOR	☒ EXCEPTIONAL	☒ AGREES
						☐ PARTIALLY AGREES
						☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Documents, reports, and correspondence are clear, legible, understandable, and in a logical sequence | ☐ | ☐ | ☒ | ☐ |
| B. Information in documents, reports, and correspondence is accurate and complete | ☐ | ☐ | ☐ | ☒ |
| C. Submits all required documents and reports on time. Notifies supervisor of any delays in meeting deadlines | ☐ | ☐ | ☐ | ☒ |
| D. Insures that required documents and reports are properly distributed | ☐ | ☐ | ☐ | ☒ |
| E. Responses to correspondence follow departmental guidelines | ☐ | ☐ | ☐ | ☒ |
| F. | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

9. MAINTAINING GOOD PUBLIC RELATIONS

Evaluation of Employee Performance						Employee
☐ RESPONSIBILITY DOES NOT APPLY	☐ NOT ACCEPTABLE	☐ MARGINAL	☐ GOOD	☐ SUPERIOR	☒ EXCEPTIONAL	☒ AGREES
						☐ PARTIALLY AGREES
						☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Gives all pertinent and appropriate information to violators, witnesses, victims, and applicants | ☐ | ☐ | ☐ | ☒ |
| B. Provides effective help in situations that require assistance | ☐ | ☐ | ☐ | ☒ |
| C. Thoroughly explains the provisions of the Tennessee Code to people in a clear and courteous manner, insuring they understand the law and their legal obligations | ☐ | ☐ | ☒ | ☐ |
| D. Answers or finds out the correct answer to questions promptly and courteously and avoids arguments and controversy | ☐ | ☐ | ☐ | ☒ |
| E. Follows departmental guidelines when communicating with the public, news media, and other outside agencies | ☐ | ☐ | ☐ | ☐ |
| F. | ☐ | ☐ | ☐ | ☐ |
| G. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

10. MAINTAINING PERSONAL CONDUCT AND APPEARANCE STANDARDS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

☐ NOT ACCEPTABLE

☐ MARGINAL

☐ GOOD

☐ SUPERIOR

☒ EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| A. Obeys all criminal and civil laws at all times | ☐ | ☐ | ☐ | ☒ |
| B. Discharges duties according to departmental policies and regulations | ☐ | ☐ | ☐ | ☒ |
| C. Conduct and speech on duty reflect positively on the department | ☐ | ☐ | ☐ | ☒ |
| D. Maintains appearance and uniform equipment/accessories in accordance with departmental policies and regulations | ☐ | ☐ | ☐ | ☒ |
| E. | ☐ | ☐ | ☐ | ☒ |
| F. | ☐ | ☐ | ☐ | ☒ |

Additional observations or comments, if any:

11. CARE AND USE OF VEHICLES, EQUIPMENT, AND SUPPLIES

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

☐ NOT ACCEPTABLE

☐ MARGINAL

☐ GOOD

☐ SUPERIOR

☒ EXCEPTIONAL

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Schedules vehicles and equipment in advance | ☐ | ☐ | ☒ | ☐ |
| B. Properly inspects vehicle prior to going on duty. Promptly reports any damage or repair needs to appropriate person | ☐ | ☐ | ☐ | ☒ |
| C. Insures that vehicle and equipment are clean and in safe working condition. Scheduled maintenance is properly performed and documented | ☐ | ☐ | ☐ | ☒ |
| D. Maintains security of facilities, equipment, and monies | ☐ | ☐ | ☐ | ☒ |
| E. Insures that supplies are properly stored and maintained. Requests appropriate supplies prior to shortages | ☐ | ☐ | ☐ | ☒ |
| F. Obeys all traffic laws while operating vehicle in routine circumstances | ☐ | ☐ | ☐ | ☒ |
| G. Insures that vehicles and equipment are not damaged through personal neglect | ☐ | ☐ | ☐ | ☒ |
| H. Follows proper operating and safety policies and procedures concerning use of vehicles and equipment (e.g., radios, telephones) | ☐ | ☐ | ☐ | ☒ |
| I. Does not make purchases or repairs without prior approval | ☐ | ☐ | ☐ | ☒ |
| J. Keeps firearms clean and in proper working order | ☐ | ☐ | ☐ | ☒ |
| K. Follows departmental policy concerning use of and modification of firearms | ☒ | ☐ | ☐ | ☐ |
| L. Keeps the work facilities clean and orderly | ☐ | ☐ | ☐ | ☐ |
| M. Keeps the portable scales clean and calibrated | ☐ | ☐ | ☐ | ☐ |
| N. | ☐ | ☐ | ☐ | ☐ |
| O. | ☐ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

System 2C

☐ Probation

☐ Annual

☐ Other (Do Not Use Label)

REVIEWER'S SSN

FIRST INTERIM REVIEW

SECOND INTERIM REVIEW

COMMUNICATIONS

Evaluation of Employee Performance						Employee			
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL		☒ AGREE	☐ PARTIALLY AGREE	☐ DISAGREE	
RESPONSIBILITY DOES NOT APPLY ☐									
Description of Employee Performance						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
Communicates clearly and effectively using language and style of presentation which are appropriate for the situation						☐	☐	☐	☒
Verifies that listeners correctly understand communications						☐	☐	☒	☐
Responds appropriately to oral and written communications; seeks further clarification before acting, if necessary						☐	☐	☐	☒
Activities and potential problems of a work unit are communicated orally and in writing to superiors prior to their request						☐	☐	☐	☒
Additional observations or comments, if any:						☐	☐	☐	☐

RECEIVING AND FOLLOWING ORDERS/INSTRUCTIONS

Evaluation of Employee Performance						Employee			
NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL		☒ AGREE	☐ PARTIALLY AGREE	☐ DISAGREE	
RESPONSIBILITY DOES NOT APPLY ☐									
Description of Employee Performance						DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
Demonstrates correct understanding of oral and written orders/instructions received and of their intent; seeks further clarification if necessary						☐	☐	☐	☒
Accepts and effectively implements orders/instructions in a way which is in the best interest of the department and officers						☐	☐	☐	☒
Discusses in a professional manner any disagreement or misunderstanding about an order/instruction with supervisor in private						☐	☐	☒	☐
Promptly informs supervisor of any situation which interferes with carrying out orders/instructions						☐	☐	☐	☒
Follows appropriate chain of command both up and down						☐	☐	☐	☐
Additional observations or comments, if any:						☐	☐	☐	☐

14. DEMONSTRATING CONCERN FOR THE DEPARTMENT

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. Follows and/or enforces all applicable policies and procedures. Accepts and/or enforces departmental changes in policies and procedures, even if contrary to personal opinion									
B. Promotes a positive work atmosphere; does not malign or undermine the work of others									
C. Effectively assists in the orientation and training of inexperienced employees									
D. Willingly assumes additional duties or responsibilities when requested to do so									
E. Constructively participates in special assignments									
F. Adjusts personal schedule to meet the needs of the department									
G. Takes appropriate steps to improve performance when given constructive criticism									
H.									
I.									
Additional observations or comments, if any:									

15. USE OF WORK TIME

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☐	☒	☒	☐	☐	
A. Reports for all assigned duties on time and at the proper place									
B. All unscheduled absences or tardiness are personally reported to supervisor prior to the beginning of shift									
C. Carries out duties efficiently and effectively, insuring that more important tasks are given immediate attention									
D. Uses discretion in the use of leave									
E. Follows departmental guidelines for use of meal and break time									
F. Remains on duty assignment until properly relieved									
G. Uses duty station telephone for appropriate purposes only. Does not allow personal business to interfere with work time.									
H. Completes assignments in a thorough, accurate, and dependable manner before the scheduled deadline with a minimum of supervision									
I.									
J.									
Additional observations or comments, if any:									



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN - -

REVIEWER'S SSN - -

FIRST INTERIM REVIEW

SECOND INTERIM REVIEW

Employee's Signature

Employee's Signature

Supervisor's Signature

Supervisor's Signature

MO DAY YR

MO DAY YR

DATE

DATE

JOB PERFORMANCE PLANNING DISCUSSION

Ronald D. Hucker *Danley Shelly*
Employee's Signature Supervisor's Signature

Norma Egger MO DAY YR
Reviewer's Signature DATE 08 02 93

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before
evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
Superior
Good
Marginal
Not Acceptable
Not Applicable

- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1. Security | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Demonstrating concern for institutional needs | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Delivery of treatment | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Attendance and punctuality | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Personal conduct/Work habits | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Use of working time | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Communication | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Utilization of equipment and supplies | | | | | | | | | | | | | | | | | | | | | | | |
| 9. Maintenance and use of vehicles | | | | | | | | | | | | | | | | | | | | | | | |
| 10. Discipline | | | | | | | | | | | | | | | | | | | | | | | |
| 11. Receiving and following orders | | | | | | | | | | | | | | | | | | | | | | | |
| 12. Supervision of inmates/students | | | | | | | | | | | | | | | | | | | | | | | |
| 13. Supervision of employees | | | | | | | | | | | | | | | | | | | | | | | |
| 14. Conducting the job performance planning and evaluation program | | | | | | | | | | | | | | | | | | | | | | | |
| 15. Reviewing job performance plans and evaluation forms | | | | | | | | | | | | | | | | | | | | | | | |
| 16. Transportation duties | | | | | | | | | | | | | | | | | | | | | | | |
| 17. | | | | | | | | | | | | | | | | | | | | | | | |
| 18. | | | | | | | | | | | | | | | | | | | | | | | |
| 19. | | | | | | | | | | | | | | | | | | | | | | | |
| 20. | | | | | | | | | | | | | | | | | | | | | | | |
| 21. | | | | | | | | | | | | | | | | | | | | | | | |
| 22. | | | | | | | | | | | | | | | | | | | | | | | |
| 23. | | | | | | | | | | | | | | | | | | | | | | | |

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 12 OF THIS BOOKLET)

NOT
ACCEPTABLE 1 MARGINAL 2

GOOD 3

SUPERIOR 4

EXCEPTIONAL 5

EMPLOYEE
1 AGREES

2 PARTIALLY AGREES

3 DISAGREES

DATE OF EVALUATION
MO DAY YR

Employee's Signature

Date

Reviewer's Signature

Date

Appointing Authority's Signature

Date

1. SECURITY

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLYNOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSISTENTLY |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Makes accurate counts of inmates/students..... | ☐ | ☐ | ☐ | ☒ |
| B. Knows the whereabouts of all inmates/students under supervision..... | ☐ | ☐ | ☐ | ☒ |
| C. Follows required departmental and institutional policies and procedures..... | ☐ | ☐ | ☐ | ☒ |
| D. Effectively analyzes and appropriately responds to unusual security situations..... | ☐ | ☐ | ☒ | ☐ |
| E. Properly conducts institutional or post searches/inspections; continuously and effectively monitors work environment..... | ☐ | ☐ | ☒ | ☐ |
| F. Exercises appropriate caution with firearms, chemical agents, or restraint equipment..... | ☐ | ☐ | ☒ | ☐ |
| G. Stays on assigned post until properly relieved..... | ☐ | ☐ | ☐ | ☒ |
| H. Properly controls, stores, and inventories all toxic and flammable supplies..... | ☐ | ☐ | ☒ | ☐ |
| I. Monitors activities of inmates/students to prevent destruction of property when possible; accurately documents all instances of property damage..... | ☐ | ☐ | ☒ | ☐ |
| J. Effectively assists in the apprehension of escapees..... | ☐ | ☐ | ☐ | ☒ |
| K. Acts to minimize the risk of escapes..... | ☐ | ☐ | ☐ | ☒ |
| L. Makes appropriate sanitation, fire safety, and security inspections, and documents using required forms..... | ☐ | ☐ | ☒ | ☐ |
| M. Follows appropriate chain of command..... | ☐ | ☐ | ☐ | ☒ |
- Additional observations or comments, if any:

2. DEMONSTRATING CONCERN FOR INSTITUTIONAL NEEDS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLYNOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Employee

☒ AGREE☐ PARTIALLY AGREE☐ DISAGREE

Description of Employee Performance

- | | DOES NOT
APPLY | SELDOM | MOST OF
THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Accepts and enforces departmental and institutional changes in policies, procedures, and post orders, even if contrary to personal opinion..... | ☐ | ☐ | ☐ | ☒ |
| B. Willingly assumes additional duties or responsibilities when requested to do so.... | ☐ | ☐ | ☐ | ☒ |
| C. Accepts shift and job changes without noticeable change in quality of work performance or reduction in job output..... | ☐ | ☐ | ☐ | ☒ |
| D. Responds to emergency situations appropriately and in compliance with policies and procedures..... | ☐ | ☐ | ☒ | ☐ |
| E. Effectively assists in the orientation and training of inexperienced employees..... | ☐ | ☐ | ☒ | ☐ |
| F. Constructively participates on committees..... | ☐ | ☐ | ☒ | ☐ |
| G. Provides clear, accurate information and directions to visitors..... | ☐ | ☐ | ☒ | ☐ |
| H. Attends and participates in recommended or additional training..... | ☐ | ☐ | ☐ | ☒ |
| I. Projects a positive image to the public through the use of proper language, dress, and behavior..... | ☐ | ☐ | ☒ | ☐ |
| J. Communicates confidential information only to appropriate personnel..... | ☐ | ☐ | ☐ | ☒ |
| K. Adjusts personal schedule to meet the needs of the institution/department..... | ☐ | ☐ | ☐ | ☒ |
- Additional observations or comments, if any:

3. DELIVERY OF TREATMENT

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
| A. Effectively coordinates tutoring/instruction among students..... | ☒ | ☐ | ☐ | ☐ |
| B. Provides constructive feedback and guidance consistent with student's intellectual ability..... | ☒ | ☐ | ☐ | ☐ |
| C. Monitors and documents progress of individuals toward completion of applicable goals and objectives (e.g., hygiene, etc.)..... | ☒ | ☐ | ☐ | ☐ |
| D. Effectively plans, organizes, implements, and evaluates a well balanced program of activities (e.g., sports, games, crafts, etc.)..... | ☒ | ☐ | ☐ | ☐ |
| E. Appropriately utilizes positive and negative behavioral management techniques to achieve stated goals and objectives..... | ☒ | ☐ | ☐ | ☐ |
| F. Constructively participates in student evaluation systems; attends treatment team meetings and provides information as appropriate..... | ☒ | ☐ | ☐ | ☐ |
| G. Assists all staff in the delivery of treatment..... | ☒ | ☐ | ☐ | ☐ |

Additional observations or comments, if any:

4. ATTENDANCE AND PUNCTUALITY

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Reports for work when scheduled and in time for shift briefings, even during inclement weather..... | ☒ | ☐ | ☐ | ☒ |
| B. Uses discretion in the use of leave, and never abuses lunch period or annual, comp, or sick time..... | ☒ | ☐ | ☒ | ☐ |
| C. All unscheduled absences or tardiness is personally reported to his/her shift supervisor prior to roll call..... | ☒ | ☐ | ☐ | ☒ |

Additional observations or comments, if any:

5. PERSONAL CONDUCT/WORK HABITS

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Dresses and grooms according to applicable departmental policies, and appropriately for the work to be performed..... | ☒ | ☐ | ☐ | ☒ |
| B. Maintains professional relationships with all employees in order to promote task accomplishment..... | ☒ | ☐ | ☒ | ☐ |
| C. Accepts constructive criticism and takes appropriate steps to improve performance..... | ☒ | ☐ | ☐ | ☒ |
| D. Does not engage in horseplay with fellow employees or inmates/students..... | ☒ | ☐ | ☒ | ☐ |
| E. Does not use duty station telephone or radios for idle conversation or personal business..... | ☒ | ☐ | ☒ | ☐ |
| F. Follows and enforces all applicable policies and procedures..... | ☒ | ☐ | ☒ | ☐ |
| G. Successfully completes and effectively utilizes required training..... | ☒ | ☐ | ☒ | ☐ |

Additional observations or comments, if any:

6. USE OF WORKING TIME

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☒	☐	☒	☐	☐	
A. Sets priorities on the work to be done; more urgent and important tasks are given immediate attention.	☐	☐	☐	☐	☐	☐	☐	☐	
B. Work is accomplished in such a manner that new and/or additional assignments can be routinely taken on.	☐	☐	☐	☐	☐	☐	☐	☐	
C. Starts new assignments without delay.	☐	☐	☐	☐	☐	☐	☐	☐	
D. Finishes assignments on or before scheduled deadline.	☐	☐	☐	☐	☐	☐	☐	☐	
E. Completes job assignments in a thorough, accurate, and dependable manner.	☐	☐	☐	☐	☐	☐	☐	☐	
F. Properly completes assigned tasks with little or no supervision.	☐	☐	☐	☐	☐	☐	☐	☐	
Additional observations or comments, if any:									

7. COMMUNICATION

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☒	☐	☒	☐	☐	
A. Informs other shifts and departments of important matters related to the institution's operation.	☐	☐	☐	☐	☐	☐	☐	☐	
B. Follows departmental guidelines when communicating with the public, news media, and other outside agencies.	☐	☐	☐	☐	☐	☐	☐	☐	
C. Communicates clearly and concisely; wording is appropriate for the intended audience.	☐	☐	☐	☐	☐	☐	☐	☐	
D. Responds appropriately to oral and written communication; seeks further clarification before acting, if necessary.	☐	☐	☐	☐	☐	☐	☐	☐	
E. All reports are concise, accurate, and understandable, and are submitted in a timely manner.	☐	☐	☐	☐	☐	☐	☐	☐	
F. Log entries are clear, concise, accurate, and appropriate.	☐	☐	☐	☐	☐	☐	☐	☐	
G. Orally informs oncoming shift of any unusual circumstances which may warrant special attention.	☐	☐	☐	☐	☐	☐	☐	☐	
Additional observations or comments, if any:									

8. UTILIZATION OF EQUIPMENT AND SUPPLIES

Description of Employee Performance	Evaluation of Employee Performance					Employee			
	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	AGREES	PARTIALLY AGREES	DISAGREES	
☐ RESPONSIBILITY DOES NOT APPLY	☐	☐	☐	☒	☐	☒	☐	☐	
A. Requests appropriate supplies prior to shortages.	☐	☐	☐	☐	☐	☐	☐	☐	
B. Required maintenance is properly documented and reported.	☐	☐	☐	☐	☐	☐	☐	☐	
C. Follows proper procedures for using equipment (e.g., radios, telephones, etc.).	☐	☐	☐	☐	☐	☐	☐	☐	
D. Does not make purchases or repairs without prior approval.	☐	☐	☐	☐	☐	☐	☐	☐	
E. Follows proper safety procedures.	☐	☐	☐	☐	☐	☐	☐	☐	
F. Insures that supplies and equipment are properly stored and maintained.	☐	☐	☐	☐	☐	☐	☐	☐	
Additional observations or comments, if any:									

B. MAINTENANCE AND USE OF VEHICLE

Description of Employee Performance	Evaluation of Employee Performance					Employee				
	RESPONSIBILITY DOES NOT APPLY	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Insures that scheduled vehicle maintenance is performed.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
B. Insures that vehicle is cleaned after each use.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
C. Checks vehicle for and documents any body damage; reports damage to supervisor.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
D. Maintains accurate vehicle log.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
E. Follows proper institutional procedures and schedules for using motor vehicles; insures that all fluid levels and tires are checked before each use.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
F. Obeys all traffic laws, including use of seat belts.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
G. Does not use motor vehicles in a manner which might jeopardize the safety of others or cause damage to the vehicle.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
H. Properly secures vehicle after each use.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Additional observations or comments, if any:										

10. DISCIPLINE

Description of Employee Performance	Evaluation of Employee Performance					Employee				
	RESPONSIBILITY DOES NOT APPLY	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Properly follows departmental or institutional policies and procedures related to discipline of inmates/students.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
B. Administers corrective action fairly and consistently.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
C. Behavioral expectations and consequences of violations are clearly communicated to inmates/students.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
D. Written documentation of rule violations is concise, accurate, complete, and logically organized.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
Additional observations or comments, if any:										

11. RECEIVING AND FOLLOWING ORDERS

Description of Employee Performance	Evaluation of Employee Performance					Employee				
	RESPONSIBILITY DOES NOT APPLY	NOT ACCEPTABLE	MARGINAL	GOOD	SUPERIOR	EXCEPTIONAL	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Correctly interprets and carries out orders without expressing inappropriate criticism.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
B. Works with supervisor to clarify any misunderstandings or disagreements at an appropriate time and place.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
C. Develops ways to implement orders which are in the best interest of the department and other employees.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
D. Follows and appropriately enforces custodial rules, regulations, post orders, policies, and procedures.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
Additional observations or comments, if any:										

EMPLOYEE SSN : [REDACTED]
NAME : HUCKEY RANDALL D
POSITION NUMBER 329.19-0190900000C.75
CLASS : CCR OFF WORK CENTER:CCCO
DATE EVAL DUE : 03-13-93
FORM TYPE : 2C
PURPOSE : PROBATION

SYSTEM 2C COR. INSTITUTIONAL SECURITY EVALUATION FORM



DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE
PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED] - [REDACTED] - [REDACTED]

REVIEWER'S SSN [REDACTED] - [REDACTED] - [REDACTED]

System 2C ☒ Probation ☐ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Randall D. Huckey
Employee's Signature
Donnie Williams
Supervisor's Signature
Lt. Charles Chaney
Reviewer's Signature
DATE

1	0	1	8	9	2
---	---	---	---	---	---

FIRST INTERIM REVIEW

Randall D. Huckey
Employee's Signature
Donnie Williams
Supervisor's Signature
DATE

1	1	1	5	9	2
---	---	---	---	---	---

SECOND INTERIM REVIEW

Randall D. Huckey
Employee's Signature
Donnie Williams
Supervisor's Signature
DATE

0	1	2	4	9	3
---	---	---	---	---	---

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before
evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

	Exceptional	Superior	Good	Marginal	Not Acceptable	Not Applicable
1. Security.....	☐	☐	☐	☐	☐	☐
2. Demonstrating concern for institutional needs.....	☐	☐	☐	☐	☐	☐
3. Delivery of treatment.....	☐	☐	☐	☐	☐	☐
4. Attendance and punctuality.....	☐	☐	☐	☐	☐	☐
5. Personal conduct/Work habits.....	☐	☐	☐	☐	☐	☐
6. Use of working time.....	☐	☐	☐	☐	☐	☐
7. Communication.....	☐	☐	☐	☐	☐	☐
8. Utilization of equipment and supplies.....	☐	☐	☐	☐	☐	☐
9. Maintenance and use of vehicles.....	☐	☐	☐	☐	☐	☐
10. Discipline.....	☐	☐	☐	☐	☐	☐
11. Receiving and following orders.....	☐	☐	☐	☐	☐	☐
12. Supervision of inmates/students.....	☐	☐	☐	☐	☐	☐
13. Supervision of employees.....	☐	☐	☐	☐	☐	☐
14. Conducting the job performance planning and evaluation program.....	☐	☐	☐	☐	☐	☐
15. Reviewing job performance plans and evaluation forms.....	☐	☐	☐	☐	☐	☐
16. Transportation duties.....	☐	☐	☐	☐	☐	☐
17.	☐	☐	☐	☐	☐	☐
18.	☐	☐	☐	☐	☐	☐
19.	☐	☐	☐	☐	☐	☐
20.	☐	☐	☐	☐	☐	☐
21.	☐	☐	☐	☐	☐	☐
22.	☐	☐	☐	☐	☐	☐
23.	☐	☐	☐	☐	☐	☐

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 12 OF THIS BOOKLET)

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

EMPLOYEE

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

DATE OF EVALUATION
MO DAY YR

02 28 93

02-26-93
Date

Lt. Charles Chaney

1. SECURITY

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☐ GOOD
 ☒ SUPERIOR
 ☐ EXCEPTIONAL

Evaluation of Employee Performance

Employee:
 ☐ AGREE
 ☐ PARTIALLY AGREE
 ☐ DISAGREE

Description of Employee Performance	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Makes accurate counts of inmates/students.....	☐	☐	☐	☒
B. Knows the whereabouts of all inmates/students under supervision.....	☐	☐	☒	☐
C. Follows required departmental and institutional policies and procedures.....	☐	☐	☐	☒
D. Effectively analyzes and appropriately responds to unusual security situations.....	☐	☐	☒	☐
E. Properly conducts institutional or post searches/inspections; continuously and effectively monitors work environment.....	☐	☐	☒	☐
F. Exercises appropriate caution with firearms, chemical agents, or restraint equipment.....	☐	☐	☒	☐
G. Stays on assigned post until properly relieved.....	☐	☐	☒	☒
H. Properly controls, stores, and inventories all toxic and flammable supplies.....	☒	☐	☐	☐
I. Monitors activities of inmates/students to prevent destruction of property when possible; accurately documents all instances of property damage.....	☐	☐	☐	☒
J. Effectively assists in the apprehension of escapees.....	☐	☐	☐	☒
K. Acts to minimize the risk of escapes.....	☐	☐	☐	☒
L. Makes appropriate sanitation, fire safety, and security inspections, and documents using required forms.....	☐	☐	☒	☐
M. Follows appropriate chain of command.....	☐	☐	☐	☒

Additional observations or comments, if any:

2. DEMONSTRATING CONCERN FOR INSTITUTIONAL NEEDS

☐ RESPONSIBILITY DOES NOT APPLY
 ☐ NOT ACCEPTABLE
 ☐ MARGINAL
 ☒ GOOD
 ☐ SUPERIOR
 ☐ EXCEPTIONAL

Evaluation of Employee Performance

Employee:
 ☒ AGREE
 ☐ PARTIALLY AGREE
 ☐ DISAGREE

Description of Employee Performance	DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
A. Accepts and enforces departmental and institutional changes in policies, procedures, and post orders, even if contrary to personal opinion.....	☐	☐	☒	☐
B. Willingly assumes additional duties or responsibilities when requested to do so....	☐	☐	☒	☐
C. Accepts shift and job changes without noticeable change in quality of work performance or reduction in job output.....	☐	☐	☒	☐
D. Responds to emergency situations appropriately and in compliance with policies and procedures.....	☒	☐	☐	☐
E. Effectively assists in the orientation and training of inexperienced employees.....	☒	☐	☐	☒
F. Constructively participates on committees.....	☐	☐	☒	☐
G. Provides clear, accurate information and directions to visitors.....	☐	☐	☒	☐
H. Attends and participates in recommended or additional training.....	☐	☐	☒	☐
I. Projects a positive image to the public through the use of proper language, dress, and behavior.....	☐	☐	☒	☐
J. Communicates confidential information only to appropriate personnel.....	☐	☐	☒	☐
K. Adjusts personal schedule to meet the needs of the institution/department.....	☐	☐	☒	☐

Additional observations or comments, if any:

3. DELIVERY OF TREATMENT

☒ RESPONSIBILITY DOES NOT APPLY

Evaluation of Employee Performance
NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☐ EXCEPTIONAL ☐

Employee
☐ APPROVE
☐ PARTIALLY APPROVE
☐ DISAPPROVE

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Effectively coordinates tutoring/instruction among students. | ☐ | ☐ | ☐ | ☐ |
| B. Provides constructive feedback and guidance consistent with student's intellectual ability. | ☐ | ☐ | ☐ | ☐ |
| C. Monitors and documents progress of individuals toward completion of applicable goals and objectives (e.g., hygiene, etc.). | ☐ | ☐ | ☐ | ☐ |
| D. Effectively plans, organizes, implements, and evaluates a well balanced program of activities (e.g., sports, games, crafts, etc.). | ☐ | ☐ | ☐ | ☐ |
| E. Appropriately utilizes positive and negative behavioral management techniques to achieve stated goals and objectives. | ☐ | ☐ | ☐ | ☐ |
| F. Constructively participates in student evaluation systems; attends treatment team meetings and provides information as appropriate. | ☐ | ☐ | ☐ | ☐ |
| G. Assists all staff in the delivery of treatment. | ☐ | ☐ | ☐ | ☐ |
- Additional observations or comments, if any:

4. ATTENDANCE AND PUNCTUALITY

☐ RESPONSIBILITY DOES NOT APPLY

Evaluation of Employee Performance
NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☒ SUPERIOR ☐ EXCEPTIONAL ☐

Employee
☐ APPROVE
☐ PARTIALLY APPROVE
☐ DISAPPROVE

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Reports for work when scheduled and in time for shift briefings, even during inclement weather. | ☐ | ☐ | ☐ | ☒ |
| B. Uses discretion in the use of leave, and never abuses lunch period or annual, comp, or sick time. | ☐ | ☐ | ☒ | ☐ |
| C. All unscheduled absences or tardiness is personally reported to his/her shift supervisor prior to roll call. | ☐ | ☐ | ☐ | ☒ |
- Additional observations or comments, if any:

5. PERSONAL CONDUCT/WORK HABITS

☐ RESPONSIBILITY DOES NOT APPLY

Evaluation of Employee Performance
NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☒ SUPERIOR ☐ EXCEPTIONAL ☐

Employee
☐ APPROVE
☐ PARTIALLY APPROVE
☐ DISAPPROVE

Description of Employee Performance

- | | DOES NOT APPLY | SELDOM | MOST OF THE TIME | CONSISTENTLY |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| A. Dresses and grooms according to applicable departmental policies, and appropriately for the work to be performed. | ☐ | ☐ | ☐ | ☒ |
| B. Maintains professional relationships with all employees in order to promote task accomplishment. | ☐ | ☐ | ☒ | ☐ |
| C. Accepts constructive criticism and takes appropriate steps to improve performance. | ☐ | ☐ | ☐ | ☒ |
| D. Does not engage in horseplay with fellow employees or inmates/students. | ☐ | ☐ | ☒ | ☐ |
| E. Does not use duty station telephone or radios for idle conversation or personal business. | ☐ | ☐ | ☒ | ☐ |
| F. Follows and enforces all applicable policies and procedures. | ☐ | ☐ | ☒ | ☐ |
| G. Successfully completes and effectively utilizes required training. | ☐ | ☐ | ☒ | ☐ |
- Additional observations or comments, if any:

D. USE OF WORKING TIME

☐ RESPONSIBILITY DOES NOT APPLY

Evaluation of Employee Performance
☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☒ SUPERIOR ☐ EXCEPTIONAL

Employee
☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

- A. Sets priorities on the work to be done; more urgent and important tasks are given immediate attention.....
- B. Work is accomplished in such a manner that new and/or additional assignments can be routinely taken on.....
- C. Starts new assignments without delay.....
- D. Finishes assignments on or before scheduled deadline.....
- E. Completes job assignments in a thorough, accurate, and dependable manner.....
- F. Properly completes assigned tasks with little or no supervision.....
- Additional observations or comments, if any:

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☐	☒
☐	☐	☐	☒

E. COMMUNICATION

☐ RESPONSIBILITY DOES NOT APPLY

Evaluation of Employee Performance
☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☒ SUPERIOR ☐ EXCEPTIONAL

Employee
☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

- A. Informs other shifts and departments of important matters related to the institution's operation.....
- B. Follows departmental guidelines when communicating with the public, news media, and other outside agencies.....
- C. Communicates clearly and concisely; wording is appropriate for the intended audience.....
- D. Responds appropriately to oral and written communication; seeks further clarification before acting, if necessary.....
- E. All reports are concise, accurate, and understandable, and are submitted in a timely manner.....
- F. Log entries are clear, concise, accurate, and appropriate.....
- G. Orally informs oncoming shift of any unusual circumstances which may warrant special attention.....
- Additional observations or comments, if any:

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☐	☒

F. UTILIZATION OF EQUIPMENT AND SUPPLIES

☐ RESPONSIBILITY DOES NOT APPLY

Evaluation of Employee Performance
☐ NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☒ SUPERIOR ☐ EXCEPTIONAL

Employee
☒ AGREE ☐ PARTIALLY AGREE ☐ DISAGREE

Description of Employee Performance

- A. Requests appropriate supplies prior to shortages.....
- B. Required maintenance is properly documented and reported.....
- C. Follows proper procedures for using equipment (e.g., radios, telephones, etc.).....
- D. Does not make purchases or repairs without prior approval.....
- E. Follows proper safety procedures.....
- F. Insures that supplies and equipment are properly stored and maintained.....
- Additional observations or comments, if any:

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CONSISTENTLY
☐	☐	☒	☐
☐	☐	☒	☒
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☐	☒

☐ RESPONSIBILITY DOES NOT APPLY

Description of Employee Performance

- A. Insures that scheduled vehicle maintenance is performed.
- B. Insures that vehicle is cleaned after each use.
- C. Checks vehicle for and documents any body damage; reports damage to supervisor.
- D. Maintains accurate vehicle log.
- E. Follows proper institutional procedures and schedules for using motor vehicles; insures that all fluid levels and tires are checked before each use.
- F. Obeys all traffic laws, including use of seat belts.
- G. Does not use motor vehicles in a manner which might jeopardize the safety of others or cause damage to the vehicle.
- H. Properly secures vehicle after each use.

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CON-
☐	☐	☐	☐
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☒	☐

10. DISCIPLINE

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL ☐

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

- A. Properly follows departmental or institutional policies and procedures related to discipline of inmates/students.
- B. Administers corrective action fairly and consistently.
- C. Behavioral expectations and consequences of violations are clearly communicated to inmates/students.
- D. Written documentation of rule violations is concise, accurate, complete, and logically organized.

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CON-
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☐	☐
☐	☐	☐	☐

11. RECEIVING AND FOLLOWING ORDERS

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

NOT ACCEPTABLE ☐ MARGINAL ☐ GOOD ☐ SUPERIOR ☒ EXCEPTIONAL ☐

Employee

☒ AGREES

☐ PARTIALLY AGREES

☐ DISAGREES

Description of Employee Performance

- A. Correctly interprets and carries out orders without expressing inappropriate criticism.
- B. Works with supervisor to clarify any misunderstandings or disagreements at an appropriate time and place.
- C. Develops ways to implement orders which are in the best interest of the department and other employees.
- D. Follows and appropriately enforces custodial rules, regulations, post orders, policies, and procedures.

DOES NOT APPLY	SELDOM	MOST OF THE TIME	CON-
☐	☐	☐	☒
☐	☐	☒	☐
☐	☐	☒	☐
☐	☐	☒	☐

14. CONDUCTING THE JOB PERFORMANCE

PLANNING AND EVALUATION FORM

Evaluation of Employee Performance

☒ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Description of Employee Performance

- A. The evaluation process is initiated on time; forms are completed and processed by due dates.
- B. Holds interim reviews to discuss employees' current performance; gives constructive feedback and guidance to improve work performance.
- C. Periodically discusses employee performance levels with the reviewer throughout the evaluation cycle.
- D. Sets and clearly discusses all performance goals and expectations during job planning discussions.
- E. Job responsibility ratings are clearly supported by the description of employee performance.

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSISTENTLY

☐

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Additional observations or comments, if any:

15. REVIEWING JOB PERFORMANCE PLANS AND EVALUATION FORMS

Evaluation of Employee Performance

☒ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Description of Employee Performance

- A. Insures that supervisors thoroughly understand the performance evaluation system.
- B. Reviewer insures that all appropriate responsibilities have been included on the employee's job plan.
- C. Reviewer insures that the formal evaluation is complete and accurate before signing.
- D. All revisions, comments, or questions are clearly communicated to supervisors without delay.
- E. Reviewer insures that all ratings are clearly supported by the description of employee behavior.

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSISTENTLY

☐

☐

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☐

Additional observations or comments, if any:

16. TRANSPORTATION DUTIES

Evaluation of Employee Performance

☐ RESPONSIBILITY DOES NOT APPLY

NOT
ACCEPTABLE

MARGINAL

GOOD

SUPERIOR

EXCEPTIONAL

Description of Employee Performance

- A. Properly follows all applicable transportation policies and procedures.
- B. Familiarizes self with records of inmates/students to be transported.
- C. Searches vehicles and inmates/students before and after transporting.
- D. Pre-plans and informs supervisor of the route to be travelled.
- E. Checks security and safety equipment to insure that it works properly.
- F. Uses restraint equipment appropriate for the security classification of the inmate/student.
- G. Only makes emergency stops; notifies both home institution and destination if any emergency stops occur.

DOES NOT
APPLY

SELDOM

MOST OF
THE TIME

CONSISTENTLY

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Additional observations or comments, if any:

EMPLOYEE SSN :

Student's SS#
 Student's Name Randall D. Huckelby
 T.C.A. Class # 506
 Class Pre-Service Adult Security
 Worksite MCRCF
 Evaluation Type: Modified 2C



TENNESSEE CORRECTION ACADEMY
 STUDENT PERFORMANCE
 PLANNING AND EVALUATION

JOB PERFORMANCE PLANNING DISCUSSION

Randall D. Huckelby Frank Hodison
 Student's Signature Supervisor's Signature
 Date 9-28-92

FIRST WEEK REVIEW

Randall D. Huckelby
 Student's Signature
Frank Hodison
 Supervisor's Signature
 Date 10-01-92

SECOND WEEK REVIEW

Randall D. Huckelby
 Student's Signature
Frank Hodison
 Supervisor's Signature
 Date 10-09-92

TO THE EMPLOYEE BEING EVALUATED: Mark whether you Agree, Partially Agree, or Disagree with each rating.

JOB PERFORMANCE RESPONSIBILITIES

Exceptional
 Superior
 Good
 Marginal
 Not Acceptable
 Not Applicable

AGREE
 PARTIALLY AGREE
 DISAGREE

1. Attendance and Punctuality.....
 Comments: Attended all scheduled classes and activities
on time with appropriate materials.

2. Personal Conduct.....
 Comments: Overall demeanor and personal appearance
met TDC & TCA requirements.

3. Class Participation.....
 Comments: Always attentive in class, participated
in class role-plays when asked.

4. Academic Performance.....
 Comments: Overall academic average (89.1) for three
week training period. Mastery level in all
assessments to include weapons qualifications.

OVERALL EVALUATION & RECOMMENDATION

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL
 (1) (2) (3) (4) (5)

STUDENT
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

DATE OF EVALUATION
 MO DAY YR
11/01/92

Randall D. Huckelby 10-15-92
 Student's Signature Date

Frank Hodison 10-15-92
 EDUCATIONAL SUPERVISOR'S Signature Date

Director's Signature

other students or the class in general.
 Readily volunteers for role plays or other in-class
 activities.

ADULT SECURITY

TESTS

	TEST DATE	SCORE	RETEST DATE	RETEST SCORE
*Firearms Test	10/11/92	96		
Shotgun Qual.	10/15/92	100		
Pistol Qual.	10/15/92	250		
Rifle Qual.	10/15/92	85		
First Aid	10/15/92	94		
*Comprehensive Week 1	10/11/92	98		
*Comprehensive Week 2	10/18/92	89		
*Comprehensive Week 3	10/15/92	82		

*Requires 70% Passing Score 89.2

SKILLS TESTS

	TEST DATE	SCORE	RETEST DATE(S)	RETEST SCORE(S)
<u>WEEK 1</u>				
Revolver	10-1-92	18 M		
Rifle	"	12 M		
Shotgun	"	15 M		
Self-Defense (Basic)	"	18 M		
Report Writing	10-1-92	23 M		
<u>WEEK 2</u>				
Tool Control	10/18/92	9 M		
Key Control	10/18/92	15 M		
Fire Safety	10/18/92	27 M		
Self-Defense (Intermediate)	10/18/92	21 M		
<u>WEEK 3</u>				
Self Defense (Advanced)	10/12/92	24 M		
Radio Procedures	10/15/92	24 M		
Searches (Personal)	10/14/92	36 M		
Searches (Vehicle)				
Searches (Cell/Room)	10/14/92	12 m		
Use of Restraints	10/13/92	21 M		

STUDENT MUST SCORE MASTERY, OR NEEDS PRACTICE IN 11 of 13 SKILL AREAS.

Key

- M - Denotes mastery of that specific skill. Student demonstrated a basic knowledge and ability to complete all steps and skills in a performance area and did so within an acceptable time frame.
- NP - Denotes the need for continued practice in that skill area. Completed all major steps within that skill area but may have omitted a minor step or process. Performance may have been labored or exceeded a reasonable time limit.
- NM - Denotes Non-Mastery of any specific skill. Student omitted a major step or procedure, numerous minor steps or procedures, or the length of time required to complete the task was judged as excessive.

ADDITIONAL COMMENTS:

Frank A. Harrison
Educational Supervisor



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
TENNESSEE CORRECTION ACADEMY
P.O. Box 1510
TULLAHOMA, TENNESSEE 37388

MEMORANDUM

TO: Institutional/Field Managers
FROM: Sam DiNicola, Director of Training & Curriculum
DATE: September 28, 1992 through October 16, 1992
RE: Pre-Service Training Report

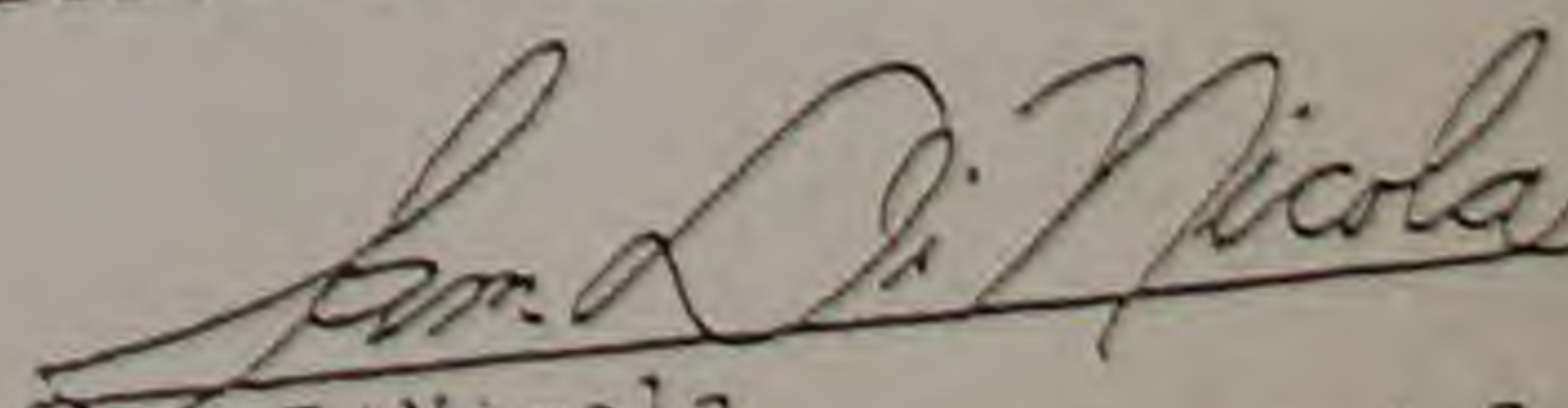
Your employee, RANDALL HUCKEY, SS# [REDACTED],
has successfully completed 120.0 hours of pre-service training during
Class # 506 - Adult Security at the Tennessee Correction
Academy with an overall score of 89.67. This score reflects an
average of all examinations and skills tests administered during training which
require a passing grade.

If the above-referenced employee is a Correctional Officer, Correctional Clerical
Officer, or Correctional Unit Manager with the Department of Correction, he/she
has passed the physical/psychological evaluations, and has successfully completed
Firearms Qualifications in accordance with DOC policies #305.06 and #506.09.

If the above-referenced employee is a Youth Services Officer, Probation Officer,
or Correctional Counselor with the Department of Youth Development, he/she has
passed the physical/psychological evaluations in accordance with DYD policy
#3.10.

Copies of all other documents are enclosed so that you may take copies for your
file and forward them to the Department's Personnel Office with any other
information from your office which may be required.

If you should have any questions or concerns relative to your employee's tenure
at the Academy, please do not hesitate to contact my office at (N) 840-1435.


Sam DiNicola
Director of Training and Curriculum

SDN:fmb

Enclosures

EMPLOYEE SSN : [REDACTED]

NAME : HUCKEY

RANDALL

D

POSITION NUMBER 329.19-01909000000.75

CLASS : COR OFF

WORK CENTER:0000

DATE EVAL DUE : 03-13-93

FORM TYPE : 2C

PURPOSE : PROBATION

System 2C

☐

Probation

☐

Annual

JOB PERFORMANCE PLANNING DISCUSSION

Randall D. Huckey
Employee's Signature

Ronnie Williams
Supervisor's Signature

H. Charles Chaney
Reviewer's Signature

MO DAY YR
DATE 1 0 1 8 9 2

SUPERVISOR'S SSN [REDACTED]

REVIEWER'S SSN [REDACTED]

FIRST INTERIM REVIEW

Randall D. Huckey
Employee's Signature

Ronnie Williams
Supervisor's Signature

MO DAY YR
DATE 1 1 1 5 9 2

SECOND INTERIM REVIEW

Randall D. Huckey
Employee's Signature

Ronnie Williams
Supervisor's Signature

MO DAY YR
DATE 0 1 2 4 9 2

SYSTEM 2C CORRECTIONAL SECURITY EVALUATION FORM



DEPARTMENT OF PERSONNEL

STATE OF TENNESSEE

JOB PERFORMANCE

PLANNING AND EVALUATION

TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO BEFORE USING THIS FORM

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

1. Security.....	1	☐	1	2	3	4	5
2. Demonstrating concern for institutional needs.....	2	☐	1	2	3	4	5
3. Delivery of treatment.....	3	☐	1	2	3	4	5
4. Attendance and punctuality.....	4	☐	1	2	3	4	5
5. Personal conduct/Work habits.....	5	☐	1	2	3	4	5
6. Use of working time.....	6	☐	1	2	3	4	5
7. Communication.....	7	☐	1	2	3	4	5
8. Utilization of equipment and supplies.....	8	☐	1	2	3	4	5
9. Maintenance and use of vehicles.....	9	☐	1	2	3	4	5
10. Discipline.....	10	☐	1	2	3	4	5
11. Receiving and following orders.....	11	☐	1	2	3	4	5
12. Supervision of inmates/students.....	12	☐	1	2	3	4	5
13. Supervision of employees.....	13	☒	1	2	3	4	5
14. Conducting the job performance planning and evaluation program.....	14	☒	1	2	3	4	5
15. Reviewing job performance plans and evaluation forms.....	15	☒	1	2	3	4	5
16. Transportation duties.....	16	☐	1	2	3	4	5
17.....	17	☐	1	2	3	4	5
18.....	18	☐	1	2	3	4	5
19.....	19	☐	1	2	3	4	5
20.....	20	☐	1	2	3	4	5
21.....	21	☐	1	2	3	4	5
22.....	22	☐	1	2	3	4	5
23.....	23	☐	1	2	3	4	5

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 12 OF THIS BOOKLET)

NOT ACCEPTABLE 1 MARGINAL 2

GOOD 3

SUPERIOR 4

EXCEPTIONAL 5

EMPLOYEE
☒ AGREES
☐ PARTIALLY AGREES
☐ DISAGREES

DATE OF EVALUATION
MO DAY YR
02 28 93

02-28-93
Date

Randall D. Huckey
Employee's Signature
02-28-93
Date

Ronnie Williams
Supervisor's Signature
02-28-93
Date

H. Charles Chaney
Reviewer's Signature
Date

Appointing Authority's Signature
Date

OVERALL EVALUATION & RECOMMENDATION
(REVIEW THE APPROPRIATE DESCRIPTION
ON PAGE 12 OF THIS BOOKLET)

NOT ACCEPTABLE 1 MARGINAL 2

GOOD 3

SUPERIOR 4

EXCEPTIONAL 5

☐ DISAGREES

02-28-93
Date

H. Charles Chaney
Reviewer's Signature
Date

State of Tennessee

EMPLOYEE SSN : [REDACTED]
 NAME : HUCKEY RANDALL D
 POSITION NUMBER 329.19-01909000000.75
 CLASS : CDR OFF WORK CENTER:0C00
 DATE EVAL DUE : 03-13-93
 FORM TYPE : 2C
 PURPOSE : PROBATION

System 2C ☐ Probation ☐ Annual

JOB PERFORMANCE PLANNING DISCUSSION

Randall D. Huckey
 Employee's Signature
St. Charles Chaney
 Reviewer's Signature
 Supervisor's Signature
 DATE 10/18/92

SYSTEM 2C CORRECTIONAL SECURITY EVALUATION FORM
 DEPARTMENT OF PERSONNEL
 STATE OF TENNESSEE
 JOB PERFORMANCE
 PLANNING AND EVALUATION
 TO THE SUPERVISOR: READ THE INSTRUCTIONS ON PAGE TWO
 BEFORE USING THIS FORM.

SUPERVISOR'S SSN [REDACTED]
 REVIEWER'S SSN [REDACTED]

FIRST INTERIM REVIEW

Randall D. Huckey
 Employee's Signature
Rommie Williams
 Supervisor's Signature
 DATE 11/15/92

SECOND INTERIM REVIEW

Randall D. Huckey
 Employee's Signature
Rommie Williams
 Supervisor's Signature
 DATE 01/24/93

TO THE EMPLOYEE BEING EVALUATED: READ THE INSTRUCTIONS ON PAGE TWO OF THIS BOOKLET BEFORE EVALUATING THE EMPLOYEE'S PERFORMANCE.

TO THE SUPERVISOR: Carefully read the instructions on page two of this booklet before evaluating the employee's performance.

JOB PERFORMANCE RESPONSIBILITIES

1. Security.....1.
2. Demonstrating concern for institutional needs.....2.
3. Delivery of treatment.....3.
4. Attendance and punctuality.....4.
5. Personal conduct/Work habits.....5.
6. Use of working time.....6.
7. Communication.....7.
8. Utilization of equipment and supplies.....8.
9. Maintenance and use of vehicles.....9.
10. Discipline.....10.
11. Receiving and following orders.....11.
12. Supervision of inmates/students.....12.
13. Supervision of employees.....13.
14. Conducting the job performance planning and evaluation program.....14.
15. Reviewing job performance plans and evaluation forms.....15.
16. Transportation duties.....16.
- 17.....17.
- 18.....18.
- 19.....19.
- 20.....20.
- 21.....21.
- 22.....22.
- 23.....23.

Exceptional
 Superior
 Good
 Marginal
 Not Acceptable
 Not Applicable

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

OVERALL EVALUATION & RECOMMENDATION
 (REVIEW THE APPROPRIATE DESCRIPTION
 ON PAGE 12 OF THIS BOOKLET)

NOT ACCEPTABLE MARGINAL GOOD SUPERIOR EXCEPTIONAL
☐ ☐ ☐ ☒ ☐

EMPLOYEE
☒ AGREES ☐ PARTIALLY AGREES ☐ DISAGREES
 DATE OF EVALUATION
 MO DAY YR 02 28 93

Randall D. Huckey
 Employee's Signature
 Date 02-28-93
Rommie Williams
 Supervisor's Signature
 Date 02-28-93

St. Charles Chaney
 Reviewer's Signature
 Date 02-26-93
 Appointing Authority's Signature
 Date



State of Tennessee
Department of Safety
Highway Patrol
Knoxville District

FAX TRANSMITTAL

DATE 10/17/10

FAX NO. CALLED 615 253 2095

TO: Bryan

DIV. / DEPT. Safety

FROM: Sgt. Randy Huckleby

DIV. / DEPT. Safety

Number of Pages, Including this Page 3

MESSAGE OR INSTRUCTIONS:

RUSH - IMMEDIATE ACTION _____

FOR YOUR INFORMATION & FILES _____

PER OUR CONVERSATION _____

FOR YOUR APPROVAL _____

REVIEW & COMMENT _____

NOTE & RETURN _____

ANSWER DIRECT TO ME _____

INITIAL & PASS ON _____

Additional Information or Instructions:

Here is a copy of my
orders and 28 Day. I
had military duty on
the 3rd. Please show
this on Edison to show
military duty with pay.
This is my 17th day of
the 20 the state allows.

Tennessee Highway Patrol

7601 Kingston Pike
Phone (865) 594-5800

Knoxville, Tn. 37919
Fax No. (865) 594-5812



EMPLOYEE ATTENDANCE AND PAPER

FILED

**TENNESSEE DEPARTMENT OF SAFETY
EMPLOYEE ATTENDANCE AND LEAVE AUTHORIZATION FORM**

NAME Huckaby, Randall D. SS# [REDACTED] PAY PERIOD 10/01 - 10/15 YEAR 2010 DEPT/DIV Safety/349.03 WORK CENTER 0701
28 Day Start Date: 09/26/2010 28 Day End Date: 10/23/2010 DATA CAPTURE CODE 101D

28 Day Start Date: 09 / 26 / 2010		28 Day																												
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Totals	
Day							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Day-Date	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		142
Scheduled	7	12	8	8	8	8	9	8	11	13				8	8	8	2		8	8	8									156
Worked	7	12	8	8	8	8	9		11	13				12	8	8	2	6	14	14	8									8
Non-Duty								8																						
Codes								05						39				39	39	39										
										MOBILE										Supervisor Authorization										

LV/OT	LV/OT DATE	BEGIN TIME	LV/OT DATE	ENDING TIME	TOTAL HOURS	HOUR TYPE	Supervisor Authorization			REASON/COMMENTS
							Yes/No	Initials	Date	
LV	10/03	7a	10/03	3p	8	05	Y	C.V.	10/15	8 Hours of Military Duty charged to my 20 day annual military allotment
OT	10/08	4p	10/08	8p	4	POT	Y	C.V.	10/15	4 Hours of Dragon Overtime.
OT	10/12	11a	10/12	5p	6	POT	Y	C.V.	10/15	6 Hours of Dragon Overtime.
OT	10/13	3p	10/13	9p	6	POT	Y	C.V.	10/15	6 Hours of Dragon Overtime.
OT	10/14	3p	10/14	9p	6	POT	Y	C.V.	10/15	6 Hours of Dragon Overtime.

☒ Other than the leave or overtime periods listed above, all other time was worked as scheduled

	Annual	Sick	Comp.
BB			
AC			
ST			
US			
EB			

Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Day-Date	24	25	26	27	28	29	30	31						
Scheduled														
Worked														
Non-Duty														
Codes														

Use this block of 28-Day schedule to show a complete pay period. (Example: If the month begins or ends in the middle of a week this block will need to be completed)

I certify that this record is accurate to the best of my knowledge:

Sgt. Randall Huckaby 10/15/2010
Employee Date

St. Clinton Valentine 10/15/2010
Supervisor Date

St. Clinton Valentine 10/15/2010
Timekeeper Date

ORIGINAL

DEPARTMENT OF THE AIR FORCE
NATIONAL GUARD BUREAU
134TH AIR REFUELING WING (AMC)
134 BRISCOE DRIVE
MCGHEE TYSON ANG BASE TN 37777-6203

Personnel Data - Privacy Act of 1974 (5 USC 552a)

SPECIAL ORDER AC-A000094
FINANCE NUMBER AA0094
AROWS TRACKING NUMBER 3013115

14 Apr 2010

1. TYPE OF DUTY / AUTHORITY: ANNUAL TRAINING FEDERAL (TITLE 10) 10 USC 12301 (D) & ANGI 36-2001
2. PURPOSE: Active Duty Support
3. ADDRESSING:
MSGT. HUCKEY, RANDALL, DA, [REDACTED]
4. ITINERARY: 15 Jul 2010 - 27 Jul 2010 (13 WK-DY, 13 CAL-DY)
Transportation: Government Plane
FROM: [REDACTED]
TO: SPANGDAHLEM AB, 101 FRONT ST, SPANGDAHLEM 54529-0000, GERMANY
RETURN TO: [REDACTED]
5. For Duty With: 134TH ARW at SPANGDAHLEM AB (15 Jul 2010 thru 27 Jul 2010)
6. Member is assigned to the 201 MSS, ANGRG, Andrews AFB, MD for ADCON, and attached for a Federal Training Mission to UNITED STATES AIR FORCES EUROPE (HQ USAFE) for OPCON and Specified ADCON. Member is further directed to perform duty at SPANGDAHLEM AB, SPANGDAHLEM, GERMANY. While performing under these orders, member is subject to the Uniform Code of Military Justice (UCMJ).
7. Members are required to keep in their possession, at all times, a copy of this order.
8. Per AFI 24-101, Government procured transportation directed; contact your Commercial Travel Officer (CTO) or Traffic Management Office (TMO) as soon as possible unless otherwise exempted. If you do not execute these orders, immediately, turn in ticket(s) to the issuing TMO or CTO in person, or by certified mail.
9. The Travel and Transportation Reform Act of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency. (DOD FMR volume 9 Chap 3) Member has a government travel card and is not exempt from mandatory usage. No travel advance authorized.
10. Government procured tickets will be purchased using an Individually Billed Account (IBA)
11. Member's residence is outside local commuting distance and will not commute. SPANGDAHLEM, GERMANY (15 Jul 2010 thru 27 Jul 2010)
12. The hire of a rental vehicle as a special conveyance is authorized at SPANGDAHLEM, GERMANY (15 Jul 2010 thru 27 Jul 2010) (FULL SIZE VAN) (JFTR U3415)
13. When TDY to military installations per diem is based on the availability of government quarters and mess (military only). If

ORIGINAL

AC-A000094, 134TH AIR REFUELING WING, 14 Apr 2010

on-base lodging is not available, the lodging office will make reservations in contract quarters or provide a non-availability statement.

14. For lodging reservations contact your CTO/TMO.
15. Government quarters are available and directed at SPANGDAHLEM, GERMANY (15 Jul 2010 thru 27 Jul 2010) (JFTR U4129)
16. Government meals are available and directed at SPANGDAHLEM, GERMANY (15 Jul 2010 thru 27 Jul 2010) (JFTR U4129)
17. If member is performing annual training when both government quarters (other than temporary lodging facilities) and government mess are available then no per diem authorized.
18. Lodging/transportation/rental vehicle receipts are required and other receipts for expenses \$75.00 and over.
19. Submit travel voucher or "mileage only" claim form within 5 workdays after completion of travel, to your serving finance office, travel section.
20. Submit travel voucher and three (3) copies of the original order and modifications within 5 workdays after completion of travel, to your serving finance office, travel section.
21. A certified pay order with all associated modifications must be submitted to Military Pay within 5 working days after the end of the tour for payment processing.
22. Member may be entitled to BAH II
23. Member is entitled to BAS type S
24. Department of Defense organizations requiring order validation, please contact the AROWS Help Desk at 1-877-486-2538.

Perstempo: D

25. CERTIFICATION: WUC: FA

Fund Cite:

P&A 5703850 560 4156 52111/12 380100
TDY 5703850 560 41J6 3001C0 01 52155 51411F 667100

CIC: 4 Q0 41 521K 6671J6
Estimates: Travel: \$0.00 Per Diem: \$879.50 Rental Car: \$520.00
Certifying Official: /s/ TSGT JANICE L BRIDGET /s/

26. AUTHENTICATION:

BY ORDER OF THE SECRETARY OF THE AIR FORCE

/S/OFFICIAL/S/

TIMOTHY T. DEARING, COL, TNANG
Commander

DISTRIBUTION: G

State of Tennessee

Department of Safety
Highway Patrol
Knoxville District

FAX TRANSMITTAL

DATE 7/12/10 FAX NO. CALLED 615 253 2095

TO: Bryan DIV. / DEPT. SAFETY

FROM: Randy Huckeby DIV. / DEPT. SAFETY / THP

Number of Pages Including this Page 3

MESSAGE OR INSTRUCTIONS:

RUSH - IMMEDIATE ACTION

FOR YOUR INFORMATION & FILES

PER OUR CONVERSATION

FOR YOUR APPROVAL

REVIEW & COMMENT

NOTE & RETURN

ANSWER DIRECT TO ME

INITIAL & PASS ON

Additional Information or Instructions:

my orders for

July 15 - July 27.

please email me

that you received

this fax.

Thanks

You have copy of schedule

from Trip Dalton

** Please charge my Edison July 15 - July 27th
From worked to Military with Pay*

Tennessee Highway Patrol

7601 Kingston Pike
Phone (865) 594-5800

Knoxville, TN 37919
Fax No. (865) 594-5812

FILED

MAR 0 2010

TENNESSEE DEPARTMENT OF SAFETY

EMPLOYEE ATTENDANCE AND LEAVE AUTHORIZATION FORM

NAME Huckeby, Randall D. SSN [REDACTED] PAY PERIOD 07/16 -- 07/31 YEAR 2010 DEPT/DIV Safety/349.03 WORK CENTER 0701

28 Day Start Date: 07/04/2010 28 Day End Date: 07/31/2010

DATA CAPTURE CODE 101D

Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Totals
Day-Date	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Scheduled		8	8	8	8	9			8	8		8	8	8	8	8	8			8	8	8	8	8			8	7	160
Worked		8	8	8	8	9		8	8	8	8																	8	81
Non-Duty												8	8	8	8	8	8			8	8	8	8	8			8		96
Codes		H						39			39	05	05	05	05	05	05			05	05	05	05	05			02	COT	

LV/OT	LV/OT DATE	BEGIN TIME	LV/OT DATE	ENDING TIME	TOTAL HOURS	HOUR TYPE	Supervisor Authorization			REASON/COMMENTS
							Yes/No	Initials	Date	
LV	08/15	0700	08/20	1500	48	05	Y	C.V.	08/31	48 Hours of Military Duty Annual Field Training
LV	08/23	0700	08/27	1500	40	05	Y	C.V.	08/31	40 Hours of Military Duty Annual Field Training
LV	08/30	0700	08/30	1500	8	02	Y	C.V.	08/31	8 Hours of sick leave taken
OT	08/31	1500	08/31	1600	1	COT	Y	C.V.	08/31	1 Hour of COT end of 28 day.

☒ Other than the leave or overtime periods listed above, all other time was worked as scheduled

	Annual	Sick	Comp.
BB			
AC			
ST			
US			
EB			

Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Day-Date														
Scheduled														
Worked														
Non-Duty														
Codes														

Use this block of 28-Day schedule to show a complete pay period. (Example: If the month begins or ends in the middle of a week this block will need to be completed)

I certify that this record is accurate to the best of my knowledge:

Sgt. Randall H. Hickey 07/31/2010
Employee Date

07/31/2010
Supervisor Date

07/31/2010
Timekeeper Date

SF 1199

2ND PAY PERIOD TIMEKEEPING

FILED
MAR 0 2010

Crossville Police Department

DAVID E. BEATY, Chief
141 Henry Avenue
Crossville, Tennessee 38555
(931) 484-7231 ~ Fax (931) 707-8391

March 31, 2008

Lt. Col. Tracy Trott
Tennessee Highway Patrol

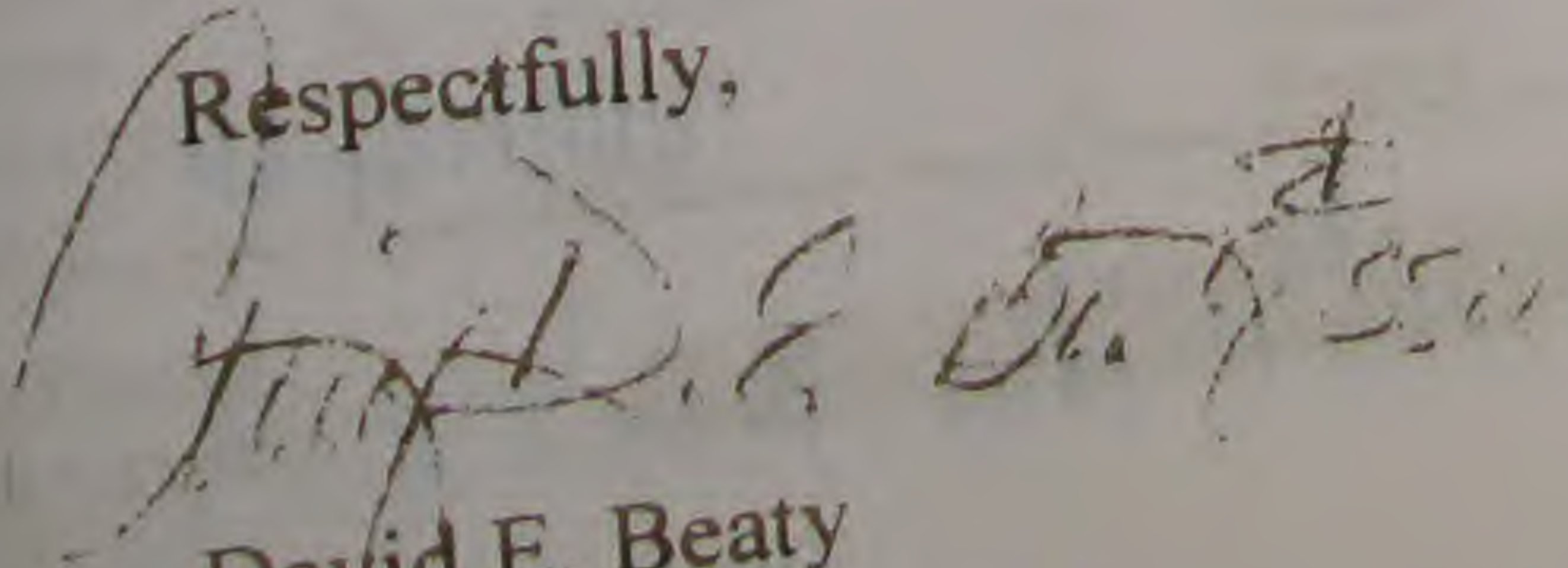
Lt. Col. Trott,

The Crossville Police Department would like to take this opportunity to extend our sincere gratitude for allowing Sgt. Randy Huckabee to participate in the Welcome Home Vietnam Veterans Parade in Crossville on Saturday, March 29, 2008.

Sgt. Huckabee was a shining example of the excellence of THP's motorcycle patrol. Sgt. Huckabee represented the State of Tennessee and the law enforcement profession in a very professional and respectful manner. We commend the Highway Patrol for their participation in such a moving display to those who served our country during that volatile time and to those who continue to serve for our freedom.

If our department can ever be of assistance to you, please do not hesitate to contact us. Again, I offer my thanks and appreciation and commend the THP for their commitment to having such a fine motorcycle patrol division.

Respectfully,


David E. Beaty
Chief of Police



Tennessee Department of Safety Change in Personnel Information

Regardless of the reason for change, please fill out the ENTIRE form to the best of your ability. PLEASE PRINT
This form will not be processed unless completed in its entirety including the Employee's signature.

- ☐ New Employee ☐ Promotion ☐ Demotion
☐ New Assignment / Interdepartmental Transfer ☐ Name Change ☒ Address Change
☐ Transfer In from another state dept. If so, what department _____
☐ Other (please specify): _____

Effective Date of Change: 06/29/08

SSN: [REDACTED] RACF ID #: _____
(Employee's only) D103397
Last Name: HUCKEY Legal First Name: RANDALL MI D
Maiden/Former name: _____
(if applicable)

I prefer to be called (Nickname): RANDY
First Name MI Last

Address: [REDACTED] [REDACTED] [REDACTED] ✓
City: [REDACTED] ✓ State: [REDACTED] Zip: [REDACTED] ✓

If you have a change of address you may also need to fill out the "401K Participate Change Request Form" if you are a member of the Deferred Compensation Program.
You may also need to submit a "Department of Personnel Address/Legal County Change" (PR-0275) if your residence county has changed and you are on any registers.
If you are a member of the Credit Union, you will need to notify them separately.

Legal Residence County and Work County MUST be filled out. This information is essential for employees who are enrolled in an HMO insurance plan.

Legal Residence County: KNOX ✓ Work County: BLOUNT

01	Anderson	15	Cocke	29	Grainger	43	Humphreys	57	Madison	71	Putnam	85	Trousdale
02	Bedford	16	Coffee	30	Greene	44	Jackson	58	Marion	72	Rhea	86	Unicoi
03	Benton	17	Crockett	31	Grundy	45	Jefferson	59	Marshall	73	Roane	87	Union
04	Bledsoe	18	Cumberland	32	Hamblen	46	Johnson	60	Mauzy	74	Robertson	88	Van Buren
05	Blount	19	Davidson	33	Hamilton	47	Knox	61	Meigs	75	Rutherford	89	Warren
06	Bradley	20	Decatur	34	Hancock	48	Lake	62	Monroe	76	Scott	90	Washington
07	Campbell	21	Dekalb	35	Hardeman	49	Lauderdale	63	Montgomery	77	Sequatchie	91	Wayne
08	Cannon	22	Dickson	36	Hardin	50	Lawrence	64	Moore	78	Sevier	92	Weakley
09	Carroll	23	Dyer	37	Hawkins	51	Lewis	65	Morgan	79	Shelby	93	White
10	Carter	24	Fayette	38	Haywood	52	Lincoln	66	Obion	80	Smith	94	Williamson
11	Cheatham	25	Fentress	39	Henderson	53	Loudon	67	Overton	81	Stewart	95	Wilson
12	Chester	26	Franklin	40	Henry	54	McMinn	68	Perry	82	Sullivan	00	Non-state
13	Claiborne	27	Gibson	41	Hickman	55	McNairy	69	Pickett	83	Sumner		
14	Clay	28	Giles	42	Houston	56	Macon	70	Polk	84	Tipton		

Home Phone: [REDACTED] ✓
(including area code)

Office Number (public): [REDACTED]
(including area code)

In case of Emergency Contact:

Name: [REDACTED]

Relationship: SPOUSE

Home #: [REDACTED]

Work #: [REDACTED]

Mobile #: [REDACTED]

Pager #: [REDACTED]

RD-51280

Education (Please mark the highest grade completed):

9th ☐ 10th ☐ 11th ☐ 12th ☒ Some College ☐ A.S. ☐ B.S. ☐ B.A. ☐ M.S. ☐ M.A. ☐ Ph.D.

Note: If we do not have a copy of your diploma/degree on file, please submit a copy now.

Have you ever separated from service with the State of Tennessee or a TN State College or University? ☐ Yes ☒ No

Are you transferring in from a TN State College/University? ☐ Yes ☒ No

If yes to either of the above two questions, what Dept. / Division or College/University?

APPLICANT'S STOP HERE AND SIGN BELOW

Marital Status: ☐ Single ☐ Divorced ☒ Married ☐ Widowed

Gender: ☒ Male ☐ Female

Race: ☐ White ☐ Black ☐ Hispanic ☐ Indian (American or Alaskan Native) ☐ Asian or Pacific Islander ☐ Other

Height: 6'3 ft. 3 in. Weight: 225 lbs. Blood Type: A+

Date of Birth: [REDACTED] County and State of birth: SCOTT, TN

Driver License #: [REDACTED] Driver License State: TN

Position Title: SGT Badge #: 181

Position Number: (if known) _____

Section/Division/Dist: KNOX 1ST SAFETY Immediate Supervisor: CLINTON VALENTINE

Your Work Address: 7601 KINGSTON PIKE State: TN Zip: 37919

City: KNOXVILLE ☐ Yes ☐ No

Do you supervise supervisors? ☐ Yes ☐ No

Do you supervise line employees? ☐ Yes ☐ No

Are you a Field Training Officer (FTO)? ☐ Yes ☐ No

Are you on a special team (such as CIRT, Special Ops, Aviation)? ☐ Yes ☐ No

If so, what team? _____ ☐ Yes ☐ No ☐ Not sure

Do you or will you have a GroupWise email account? _____ Date: 6/30/08

Employee/Applicant's Signature: Randy Huckey

Employee/Applicant Name (PRINTED): RANDY HUCKEY

Send to:

Tennessee Department of Safety
Attention: Human Resources
1150 Foster Avenue, Wharf Building
Nashville TN 37249-1000

RDA 51280

SF-0841 (Rev. 4/05)

Approved: [Signature]
Colonel Mike Walker

Approved: [Signature]
Commissioner Dave Mitchell

Education (Please mark the highest grade completed):



Tennessee Department of Safety Change in Personnel Information

RECEIVED

AUG 06 2007

HUMAN RESOURCES

Regardless of the reason for change, please fill out the ENTIRE form to the best of your ability. PLEASE PRINT
This form will not be processed unless completed in its entirety including the Employee's signature.

- ☐ New Employee ☒ Promotion ☐ Demotion ☐ Name Change ☒ Address Change
☐ New Assignment / Interdepartmental Transfer
☐ Transfer In from another state dept. If so, what department _____
☐ Other (please specify): _____

Effective Date of Change: _____

SSN: _____

RACF ID #:
(Employee's only)

DI 03897

Last Name: HUCKEY

Legal First Name:

RANDALL

MI

D

Maiden/Former name:
(if applicable)

I prefer to be called (Nickname):

HUCK

First Name

MI

Last

Address: _____

City: _____

State: _____

Zip: _____

If you have a change of address you may also need to fill out the "401K Participate Change Request Form" if you are a member of the Deferred Compensation Program.
You may also need to submit a "Department of Personnel Address/Legal County Change" (PR-0275) if your residence county has changed and you are on any registers.
If you are a member of the Credit Union, you will need to notify them separately.

Legal Residence County and Work County MUST be filled out. This information is essential for employees who are enrolled in an HMO insurance plan.

Legal Residence County:

MONROE 62

Work County:

BLUNT/MONROE 05/62

01	Anderson	15	Cocke	29	Grainger	43	Humphreys	57	Madison	71	Putnam	85	Trousdale
02	Bedford	16	Coffee	30	Greene	44	Jackson	58	Marion	72	Rhea	86	Union
03	Benton	17	Crockett	31	Grundy	45	Jefferson	59	Marshall	73	Roane	87	Union
04	Blodgett	18	Cumberland	32	Hamblen	46	Johnson	60	Maury	74	Robertson	88	Van Buren
05	Blount	19	Davidson	33	Hamilton	47	Knox	61	Meigs	75	Rutherford	89	Warren
06	Bradley	20	Decatur	34	Hancock	48	Lake	62	Monroe	76	Scott	90	Washington
07	Campbell	21	DeKalb	35	Hardeman	49	Lauderdale	63	Montgomery	77	Sevier	91	Wayne
08	Cannon	22	Dickson	36	Hardin	50	Lawrence	64	Moore	78	Shelby	92	Weakley
09	Carroll	23	Dyer	37	Hawkins	51	Lewis	65	Morgan	79	Smith	93	White
10	Carter	24	Fayette	38	Haywood	52	Lincoln	66	Obion	80	Stewart	94	Williamson
11	Cheatham	25	Fentress	39	Henderson	53	Loudon	67	Overton	81	Sullivan	95	Wilson
12	Chester	26	Franklin	40	Henry	54	McMinn	68	Perry	82	Sumner	96	Non-state
13	Claiborne	27	Gibson	41	Hickman	55	McNairy	69	Pickett	83	Tipton		
14	Clay	28	Giles	42	Houston	56	Macon	70	Polk	84			

Home Phone:
(including area code)

Office Number (public):
(including area code)

965-594-5800

In case of Emergency Contact:

Name:

Work #:

Home #:

Pager #:

Mobile #:

Relationship:

80A 51280

Education (Please mark the highest grade completed):

☐ 9th ☐ 10th ☐ 11th ☐ 12th ☒ Some College ☐ A.S. ☐ B.S. ☐ B.A. ☐ M.S. ☐ M.A. ☐ Ph.D.

Note: If we do not have a copy of your diploma/degree on file, please submit a copy now.

Have you ever separated from service with the State of Tennessee or a TN State College or University?

☐ Yes ☒ No

Are you transferring in from a TN State College/University?

☐ Yes ☒ No

If yes to either of the above two questions, what Dept. / Division or College/University?

Marital Status:

☐ Single

☐ Divorced

☒ Married

☐ Widowed

Gender:

☒ Male

☐ Female

Race:

☒ White

☐ Black

☐ Hispanic

☐ Indian (American or Alaskan Native)

☐ Asian or Pacific Islander

☐ Other

Height: 6'3 ft. 3 in.

Weight: 220 lbs.

Blood Type: A+

Date of Birth:

County and State of birth:

SCOTT COUNTY, TN

Driver's License #:

Driver's License State:

TN

Position Title:

SGT. STATE TROOPER

Badge #:

181

Position Number: (if known)

Section/Division/Dist:

KNOX / 1ST

Immediate Supervisor:

LT. CUNTON VALENTINE

Your Work Address:

7601 KINGSTON PIKE

City:

KNOXVILLE

State:

TN

Zip:

37919

Do you supervise supervisors?

☐ Yes

☒ No

Do you supervise line employees?

☒ Yes

☐ No

Are you a Field Training Officer (FTO)?

☒ Yes

☐ No

Are you on a special team (such as CIRT, Special Ops, Aviation)?

☒ Yes

☒ No

If so, what team?

RIOT SQUAD

Do you or will you have a GroupWise email account?

☒ Yes

☐ No

☐ Not sure

Employee/Applicant's Signature:

Randall D. Huxley

Date: 7-25-07

Employee/Applicant Name (PRINTED):

RANDALL D. HUXLEY

Send to:

Tennessee Department of Safety
Attention: Human Resources
1150 Foster Avenue, Wharf Building
Nashville TN 37249-1000

RDA S1280

SF-0841 (Rev. 3/05)

Approved:

Dave Mitchell

Commissioner Dave Mitchell



TENNESSEE DEPARTMENT OF SAFETY
1150 Foster Avenue
Nashville, Tennessee 37249-1000

PHIL BREDESEN
GOVERNOR

DAVE MITCHELL
COMMISSIONER

Promotional Approval Cover Sheet

4/10/07

The interview panel interviewed the following candidates for promotion to Sergeant Blount County on the above date.

Trp. Jerry Jackson
Trp. Marty Nix (waived interview)
Trp. Randall Huckleby

The interview panel recommended Randall Huckleby for promotion.

I concur with their recommendation and ask for your approval for promotion.

Colonel Mike Walker

Tennessee Highway Patrol

DEPARTMENT OF SAFETY Request for Transfer			Date: SEPT-19, 2003
Name HUCKEY, RANDALL D.			Date Appointed to DOS: SEPT-03, 1995
Rank TROOPER			Date of Promotion:
Present Assignment:	District COKEVILLE	Station CUMBERLAND	Date of Assignment: FEB 16, 1996
ASSIGNMENT PREFERENCE:		DISTRICT	STATION
1st Choice	KNOXVILLE		ROANE COUNTY
2nd Choice			
3rd Choice			
Reason: ALL MY FAMILY LIVES EAST OF CUMBERLAND COUNTY. MY CHILDREN LIVE IN [REDACTED]. IT WOULD EASIER FOR ME TO SEE THEM AND PICK THEM UP, AND BE INVOLVED IN THEIR ACTIVITIES. ALSO IT WILL BE BETTER FOR ME FINANCIALLY SINCE I'M GOING THROUGH MY [REDACTED].			

If additional space is needed use additional sheet.

597, [REDACTED]
LT. RFA O.K. Capt. H.E. 10-1-03

Signature **Randy Huckey**
[REDACTED]



STATE OF TENNESSEE
DEPARTMENT OF SAFETY
1150 FOSTER AVENUE
NASHVILLE, TENNESSEE 37249-1000

July 9, 2003

Trooper Randall D. Huckleby
[REDACTED]
[REDACTED]

Trooper Huckleby:

As required by T.C.A. § 10-7-503, this letter is to notify you that Joyce E. Corvino, who is with the FBI, has requested to view your personnel file on July 9, 2003.

Attached is a copy of the form filled out by Joyce Corvino. If you have any questions, call our office at 615-251-5200.

Sincerely,

Kerri Balthrop, Director
Human Resources

KB/sj

cc: Personnel File

Social Security Number
[REDACTED]

Home Telephone Number
(Include Area Code)



STATE OF TENNESSEE
DEPARTMENT OF SAFETY
1150 FOSTER AVENUE
NASHVILLE, TENNESSEE 37249-1000

LAW ENFORCEMENT PERSONNEL FILE

REQUEST FOR INSPECTION

Date of Request: July 9, 2003

File Requested: Huckeby Parfall D
Last Name First Name MI

Person Requesting Information:

Corvino Layne Elaine
Last Name First Name Middle Name
1115 Haverhill Dr. Brentwood TN 37027
Home Address City St Zipcode

Same City St Zipcode
Business Address
(615) 377-6721 (615) 314-0547
Home Telephone Number Business Telephone Number

Driver License Number State
FBI FBI Credential #IC9984A
Other I.D. (If no D.L.)

For Whom this Inspection is made:

FBI

=====
Departmental Use Only

Date of Inspection: 7-9-03

Date Notice Given to Employee: 7-9-03

Records Custodian: Shandra Jordan
Name

Admin. Secretary
Position



TENNESSEE AIR NATIONAL GUARD
HEADQUARTERS 134th AIR REFUELING WING
MCGHEE TYSON ANG BASE TENNESSEE

03 Mar 02

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 134 ARW/CES/CC
320 Post Avenue
McGhee Tyson ANG Base, TN 37777-6210

SUBJECT: Proof of Annual Field Training

This is to certify that Randall Huckeby is required to attend Annual Field Training. He will serve during
15-29 Jun 02 with the 134 ARW Civil Engineering Squadron, McGhee Tyson Air National Guard Base, Tennessee.

CHICO C.E. MESSER, P.E., Lt Col, TN ANG
Commander

CE-5



+ should have been charged with 8.0 hrs. of comp. lv.
Balance.

STATE OF TENNESSEE

RECEIVED
JUN 26 2002
PERSONNEL OFFICE
DEPARTMENT OF SAFETY

EMPLOYEE NAME Huckeby, Randall D PAY PERIOD June 16 THROUGH June 30, 2002
(LAST) (FIRST) (MI)

SOCIAL SECURITY NUMBER
[REDACTED]

SSN STATUS
1

DEPT/DIV
3 4 9 0 3

PAY PERIOD
2 1

ANNUAL LEAVE BAL: _____ ANNUAL LEAVE USED YTD: _____
SICK LEAVE BAL: _____ SICK LEAVE USED YTD: _____
CALENDAR YR. SICK LEAVE USED: _____ CALENDAR YR. HRS. W/O: _____
COMPENSATORY TIME BAL: - 8.0 COMPENSATORY TIME USED YTD: + 8.0
PREMIUM COMP. BAL: _____ MISC. TIME USED YTD: _____

	ANNUAL					SICK					COMP				
	PREV BAL	ACC	USE	BAL	NEW BAL	PREV BAL	ACC	USE	BAL	NEW BAL	PREV BAL	REG ACC	PREM ACC	USE	NEW BAL
2002															
Jan 01-15 16-31															
Feb 01-14 15-28															
Mar 01-15 16-31															
Apr 01-15 16-30															
May 01-15 16-31															
Jun 01-15 16-31											9.0	0	0	0	9.0
Jul 01-15 16-31											1.0	0	0	0	9.0
Aug 01-15 16-31											1.0	8.0	0	0	17.0
Sept 01-15 16-30											9.0	0	0	0	17.0
Oct 01-15 16-31											9.0	0	0	0	17.0
Nov 01-15 16-30											9.0	0	0	0	17.0
Dec 01-15 16-31											9.0	0	0	0	17.0

EXPLANATIONS: Due To Timekeeping ERROR Employee WAS CREDITED with 8.0 hrs
OF MILITARY LEAVE but should HAVE BEEN CHARGED with 8.0 hrs. OF comp. LV.
Please deduct 8.0 hrs. OF LEAVE FROM Employees Comp. LEAVE BALANCE.

PERSONNEL OFFICER

COMMISSIONER OF PERSONNEL

PREPARED BY:

DATE:

PR-0050 (Rev. 7-06)

Elizabeth Lane 11/12/02
Pers. Sec II

124



RECEIVED

AUG 26 1998

COLONELS OFFICE
DEPARTMENT OF SAFETY

STATE OF TENNESSEE
DEPARTMENT OF SAFETY
1150 FOSTER AVENUE
NASHVILLE, TENNESSEE 37210

MEMORANDUM

TO: Colonel / Deputy Commissioner

THRU: Sergeant, Lieutenant, Captain, Section Head

FROM: Tap Randall D. Huckaby

DATE: August 3, 1998

SUBJECT: **SECONDARY EMPLOYMENT — GENERAL ORDER NO. 250**

I respectfully request permission to engage in Secondary Employment with: Mid-State Construction, P.O. Box 351, Livingston, TN 38570

The duties will consist of: Traffic Control at Road Construction Sites.

The request is in accordance with General Order No. 250. This employment will present no conflict of interest and will not bring embarrassment upon the Department.

The uniform (will / will not) be utilized.

The patrol car (will / will not) be utilized.

The wages (will / will not) be premium overtime.

RECOMMENDATION:

Approve	☒
Disapprove	☐
Approve	☒
Disapprove	☐
Approve	☒
Disapprove	☐
Approve	☒
Disapprove	☐

Sergeant

Lieutenant

Captain / Director / Section Head

Colonel / Deputy Commissioner

8-3-98

Date

8-3-98

Date

08-25-98

Date

8-26-98

Date

ADDITIONAL INFORMATION: This is State Contract Employment.

Last Evaluation Score was: 5



STATE OF TENNESSEE

DEPARTMENT OF SAFETY

1150 FOSTER AVENUE

NASHVILLE, TENNESSEE 37210

MEMORANDUM

TO: Colonel / Deputy Commissioner

THRU: Sergeant, Lieutenant, Captain, Section Head

FROM: Trooper Randall D. Huckeby

DATE: August 3, 1998

SUBJECT: SECONDARY EMPLOYMENT — GENERAL ORDER NO. 250

I respectfully request permission to engage in Secondary Employment with: _____
Tennessee Asphalt, Knoxville, TN

The duties will consist of: Traffic Control at Road Construction Sites.

The request is in accordance with General Order No. 250. This employment will present no conflict of interest and will not bring embarrassment upon the Department.

The uniform (will / ~~will not~~) be utilized.

The patrol car (will / ~~will not~~) be utilized.

The wages (will / ~~will not~~) be premium overtime.

RECOMMENDATION:

Approve ☒

Disapprove ☐

Approve ☒

Disapprove ☐

Approve ☒

Disapprove ☐

Approve ☒

Disapprove ☐

Sergeant

Lieutenant

Captain / Director / Section Head

Colonel / Deputy Commissioner

8-7-98

Date

7-3-98

Date

8-3-98

Date

8-10-98

Date

ADDITIONAL INFORMATION: This is State Contract Employment.

Last Evaluation Score was: 5

RDA 1280

RECEIVED

SEP 24 1997

Personnel Office



STATE OF TENNESSEE
DEPARTMENT OF SAFETY
1150 FOSTER AVENUE
NASHVILLE, TENNESSEE 37249-1000

RECEIVED

SEP 18 1997

COLONELS OFFICE
DEPARTMENT OF SAFETY

RECEIVED

SEP 17 1997

FLEET SECTION
SUPPORT SERVICES DIV.

MEMORANDUM :

TO: Colonel Jerry W. Scott,
Deputy Commissioner

FROM: Captain Floyd L. Reynolds

DATE: September 15, 1997

SUBJECT: Accident Involving Trooper Randall Huckeby
Lic. #S1JF31, Unit 6667, Cumberland
County, August 30, 1997, Mileage 88,053

On August 30, 1997, Trooper Randall Huckeby was involved in an accident in Cumberland County where his patrol unit scraped the right passenger door against a guard rail.

I have reviewed the accident report and the recommendations of Sgt. Jackie Stevens and Lt. Randy Hoover. Due to the small amount of damage, \$230.00, and the extra effort Trooper Huckeby puts into keeping his unit clean and waxed; and this being his first patrol car accident, I agree with Lt. Hoover's recommendation that Trooper Huckeby receive a verbal warning.

Captain Floyd L. Reynolds
Captain Floyd L. Reynolds
Cookeville, Tennessee

FLR:jo

09-2297
L coman
AF

TENNESSEE UNIFORM TRAFFIC ACCIDENT REPORT

REPORTING AGENCY 1 ☒ THP 2 ☐ CPD 3 ☐ SO 4 ☐ OTHER		NAME OF INVESTIGATING AGENCY		LOCAL AGENCY USE		REFERENCE NUMBER 3489656	
DATE OF ACCIDENT MO 08 DAY 30 YR 97		DAY OF ACCIDENT SUN 1 MON 2 TUE 3 WED 4 THU 5 FRI 6 SAT 7		TIME OF ACCIDENT 10 20 AM 10 20 PM		POLICE NOTIFIED 1 ☐ AM 2 ☒ PM	
TYPE ACCIDENT 1 ☐ FATAL 2 ☐ INJURY 3 ☒ PROPERTY DAMAGE		TOTAL VEHICLES 1		TOTAL KILLED 0		TOTAL INJURED 0	
COUNTY Cumberland		CODE 118		IN ("X" IF INSIDE CITY LIMITS) 15		MILES N ☐ S ☒ E ☐ W ☐	
OCCURRED ON STREET HWY NAME OR ROUTE NUMBER I 40 E		SR NO.		AT INTERSECTION WITH Crossville		CODE 06	
OR NEAREST INTERSECTION BRIDGE RR CROSSING (HOUSE NO - CITY ONLY) FEET ☐ N ☐ E OR MILES ☐ S ☐ W		FEET ☐ N ☒ E OR MILES ☐ S ☐ W		MILE POST 332		TENN. DEPT. OF TRANSPORTATION USE ONLY CO NO. ROUTE NUMBER SPC CASE CO SEQ LOG MILE LOC FLOB	
1 ☒ NON-INTERSECTION 2 ☐ INTERSECTION 3 ☐ BRIDGE 4 ☐ UNDERPASS 5 ☐ RAMP 6 ☐ PRIVATE PROPERTY		VEH. 1		YEAR 94 MAKE Ford MODEL 4Dr COLOR BIK/CRN BODY TYPE Crown-Vic		VIN 1102FALP71W2RX170935	
LICENSE PLATE NO SLTF31 STATE TN YEAR Perm		VEH. PULLING TRAILER? 1 ☐ YES 2 ☒ NO		VEH. DISABLED? 1 ☐ YES 2 ☒ NO		VEH. TOWED? 1 ☐ YES 2 ☒ NO	
VEHICLE GOING ☐ N ☐ S ☒ E ☐ W ON I 40		POSTED SPEED 65		OFFICER'S ESTIMATED AMOUNT OF DAMAGE 1 ☒ UNDER \$400 3 ☐ OVER \$400		"X" POINT OF INITIAL IMPACT (Shade Damaged Areas)	
DRIVER'S FIRST NAME Randall D LAST Huckoby		DOB MO 02 DAY 04 YR 68		DRIVER LICENSE NO. [REDACTED]		STATE TN	
DRIVER'S ADDRESS [REDACTED]		CITY [REDACTED] STATE [REDACTED] ZIP [REDACTED]		TELEPHONE NUMBER [REDACTED]		10 UNDERCARRIAGE 11 UNKNOWN 12 ROLLED 13 NON-CONTACT	
LICENSE CLASS TYPE DM		ENDORSEMENT CODE(S)		ENDORSEMENT COMPLIED WITH? 1 ☐ YES 2 ☐ NO		RESTRICTION CODE(S)	
OWNER'S NAME FIRST MI LAST		DOB MO DAY YR		DRIVER LICENSE NO		STATE	
SAME AS DRIVER? ☐ State of TN Motor Veh Management		CITY Nashville STATE TN ZIP 37203		TELEPHONE NO		SPECIAL VEHICLE USAGE (Enter Code) 5 CMV ☐ YES ☒ NO	
OWNER'S ADDRESS 2200 Charlotte Ave		CITY Nashville STATE TN ZIP 37203		TELEPHONE NO		SPECIAL VEHICLE USAGE (Enter Code) 5 CMV ☐ YES ☒ NO	
VEH. 2		YEAR MAKE MODEL COLOR BODY TYPE		VIN		VEH. PULLING TRAILER? 1 ☐ YES 2 ☐ NO	
LICENSE PLATE NO		STATE YEAR		VEH. DISABLED? 1 ☐ YES 2 ☐ NO		VEH. TOWED? 1 ☐ YES 2 ☐ NO	
VEHICLE GOING ☐ N ☐ S ☐ E ☐ W ON		POSTED SPEED		OFFICER'S ESTIMATED AMOUNT OF DAMAGE 1 ☐ UNDER \$400 3 ☐ OVER \$400		"X" POINT OF INITIAL IMPACT (Shade Damaged Areas)	
DRIVER'S FIRST NAME		DOB MO DAY YR		DRIVER LICENSE NO		STATE	
DRIVER'S ADDRESS		CITY STATE ZIP		TELEPHONE NUMBER		10 UNDERCARRIAGE 11 UNKNOWN 12 ROLLED 13 NON-CONTACT	
LICENSE CLASS TYPE		ENDORSEMENT CODE(S)		ENDORSEMENT COMPLIED WITH? 1 ☐ YES 2 ☐ NO		RESTRICTION CODE(S)	
OWNER'S NAME FIRST MI LAST		DOB MO DAY YR		DRIVER LICENSE NO		STATE	
SAME AS DRIVER? ☐		CITY STATE ZIP		TELEPHONE NO		SPECIAL VEHICLE USAGE (Enter Code) CMV ☐ YES ☐ NO	
OWNER'S ADDRESS		CITY STATE ZIP		TELEPHONE NO		SPECIAL VEHICLE USAGE (Enter Code) CMV ☐ YES ☐ NO	
CITATIONS ISSUED? ☐ YES 2 ☒ NO		DRIVER NO		COURT DATE		CITATION NO	
INVESTIGATING OFFICER RANK & NAME (Print Name) Sgt Jackie M. Stevens		CHARGES		BADGE ID NO 234		DIST. ZONE 673 CAR NO 6618	
REPORT DATE MO 08 DAY 30 YR 97		COURT DATE		CITATION NO		ROA 1348	

PEDESTRIAN ACTION ("X" all that apply)

Was Pedestrian Involved? 1 ☐ YES 2 ☒ NO

- 1 ☐ Crossing at Intersection with Signal
- 2 ☐ Same-Against Signal
- 3 ☐ Same-No Signal
- 4 ☐ Same-Diagonally
- 5 ☐ Crossing Not at Intersection

Was Crosswalk Available? 1 ☐ YES 2 ☐ NO

Was Crosswalk Marked? 1 ☐ YES 2 ☐ NO

Was Pedestrian Within Crosswalk Markings or Extension of Sidewalk Lines? 1 ☐ YES 2 ☐ NO

- 6 ☐ Coming from Behind Parked Cars
- 8 ☐ Standing in Safety Zone
- 9 ☐ Getting On or Off Other Vehicle
- 10 ☐ Pushing or Working on Vehicle
- 11 ☐ Other Working in Roadway
- 12 ☐ Playing in Roadway
- 14 ☐ Lying in Roadway

- 7 ☐ Walking in Roadway
 - ☐ a. With Traffic
 - ☐ b. Against Traffic

Was Sidewalk Available? 1 ☐ YES 2 ☐ NO

- 16 ☐ Walking Beside Roadway
 - ☐ a. With Traffic
 - ☐ b. Against Traffic

Was Sidewalk Available? 1 ☐ YES 2 ☐ NO

Was Pedestrian on Sidewalk? 1 ☐ YES 2 ☐ NO

- 15 ☐ Not in Roadway, Other _____

(explain)

ACCIDENT INVOLVED

- 1 ☐ Motor Vehicle/Other Motor Vehicle
- 2 ☐ Motor Vehicle/Railroad Train
- 3 ☐ Motor Vehicle/Farm Implement
- 4 ☐ Motor Vehicle/Animal Drawn Vehicle
- 5 ☐ Motor Vehicle/Bicycle
- 6 ☐ Motor Vehicle/Other Pedalcycle
- 7 ☐ Type Pedalcycle? _____
- 8 ☐ Motor Vehicle/Animal
- 9 ☐ Motor Vehicle/Pedestrian
- 10 ☐ Motor Vehicle Miscellaneous Actions
- 11 ☐ Type Action? _____
- 12 ☐ Motor Vehicle Overturned in Roadway
- 13 ☐ Other _____

(explain)

TYPE OF COLLISION

- 1 ☐ Head-on
- 2 ☐ Rear end
- 3 ☐ Angle
- 4 ☒ Sideswipe-Same Direction
- 5 ☐ Sideswipe-Opposite Direction
- 7 ☐ Other _____

(explain)

LIGHT CONDITIONS

- 1 ☐ Dawn
- 2 ☐ Daylight
- 3 ☐ Dusk
- 5 ☒ Dark (No Street Lights)
- 6 ☐ Dark (Street Lights On)
- 4 ☐ Dark (Street Lights Off)

WEATHER CONDITIONS

- 1 ☒ Clear
- 2 ☐ Cloudy
- 3 ☐ Foggy
- 4 ☐ Raining
- 5 ☐ Snowing
- 6 ☐ Other _____

(explain)

ROADWAY TYPE-1 ("X" one)

- VEH
- 1 ☒ Interstate
 - 2 ☐ U.S. Route
 - 3 ☐ State Route
 - 4 ☐ County Route
 - 5 ☐ Municipal Route
 - 6 ☐ Other _____

(explain)

ROADWAY TYPE-2 ("X" all that apply)

- VEH
- 3 ☐ One Way
 - 6 ☐ Ramp (Entrance/Exit)
 - 1 ☐ Two Lane
 - 2 ☐ Four Lane
 - 4 ☒ Divided Lanes
 - By What Median
 - 5 ☐ Other _____

(explain)

ROADWAY HAZARDS ("X" all that apply)

- VEH
- 5 ☒ No Apparent Hazards
 - 1 ☐ Defective Shoulders
 - 2 ☐ Holes, Deep Ruts
 - 7 ☐ No or Obscured Pavement Markings
 - 3 ☐ Loose Material on Surface
 - 8 ☐ Construction/Maintenance Zone
 - 4 ☐ Other Hazards _____

(explain)

TRAFFIC CONTROLS

- VEH
- 1 ☒ No Controls
 - 2 ☐ Traffic Light
 - 10 ☐ Flashing Yellow (Caution)
 - 11 ☐ Flashing Red (Stop)
 - 12 ☐ Lane Use Control
 - 3 ☐ Stop Sign
 - 8 ☐ 4-Way Stop
 - 4 ☐ Yield
 - 13 ☐ Construction Zone Controls
 - 5 ☐ RR Crossbucks
 - 6 ☐ RR Flasher
 - 7 ☐ RR Gates
 - 9 ☐ Other _____

(explain)

ROADWAY SURFACE TYPE

- VEH
- 1 ☒ Asphalt
 - 4 ☐ Concrete
 - 2 ☐ Brick
 - 3 ☐ Gravel
 - 5 ☐ Dirt
 - 6 ☐ Other _____

(explain)

ROADWAY SURFACE CONDITIONS

- VEH
- 4 ☒ Dry
 - 3 ☐ Wet
 - 2 ☐ Snow
 - 1 ☐ Ice
 - 5 ☐ Mud
 - 6 ☐ Other _____

(explain)

ROADWAY CHARACTER ("X" two)

- VEH
- 1 ☐ Curve
 - 2 ☒ Straight
 - 3 ☒ Upgrade
 - 4 ☐ Downgrade
 - 5 ☐ Level

Was Traffic Control Visible?

Veh 1 ☐ YES ☒ NO

Veh 2 ☐ YES ☒ NO

Was Traffic Control Functioning Properly?

Veh 1 ☐ YES ☒ NO

Veh 2 ☐ YES ☒ NO

DRIVER CONTRIBUTING FACTORS ("X" all that apply)

- DRIVER
- 1 ☒ None
 - 5 ☐ Drinking
 - 6 ☐ Speeding
 - 1 ☐ Failure to Yield
 - 2 ☐ Following too Closely
 - 14 ☐ Reckless Driving
 - 3 ☐ Improper Passing
 - 4 ☐ Improper Turn
 - 8 ☐ Disregard Signal or Sign
 - 9 ☐ Wrong Side of Road
 - 15 ☐ Wrong Way
 - 7 ☐ Weather
 - 13 ☐ Vision Obstructed
 - By What? _____

10 ☐ Other _____ (explain)

TYPE OF ACTION ("X" all that apply)

- DRIVER
- 1 ☐ Going Straight
 - 18 ☐ Negotiating Curve
 - 19 ☐ Passing or Overtaking Another Vehicle
 - 3 ☐ Right Turn to Private Drive
 - 2 ☐ Right Turn to Street
 - 20 ☐ Right Turn on Red Permitted
 - 21 ☐ Right Turn on Red Not Permitted
 - 5 ☐ Left Turn to Private Drive
 - 4 ☐ Left Turn to Street
 - 22 ☐ Turning From Wrong Lane
 - 6 ☐ Slowing or Stopped for Signal or Sign
 - 7 ☐ Slowing or Stopped for Turning Traffic
 - 8 ☐ Slowing or Stopped for Entering Traffic
 - 9 ☐ Slowing or Stopped Other _____
 - (explain)
 - 10 ☐ Starting in Traffic
 - 11 ☐ Starting from Parked Position
 - 12 ☐ Stopped in Traffic Lane
 - 13 ☐ Parked (Legally) - 1 ☐ YES 2 ☐ NO
 - 14 ☐ Backing from Drive
 - 15 ☐ Backing from On-Street Parking Space
 - 17 ☐ Entering from Private Drive
 - 16 ☒ Other Pulling off Roadway (explain)

HAZARDOUS CARGO

Did Accident Involve Hazardous Cargo? 1 ☐ YES 2 ☐ NO
(If yes, "X" all that apply)

- VEH
- 0 ☒ NONE
 - 1 ☐ Explosives
 - 2 ☐ Gases
 - 3 ☐ Flammable Liquids
 - 4 ☐ Flammable Solids
 - 5 ☐ Oxidizers
 - 6 ☐ Etiologic Materials
 - 7 ☐ Radioactive Materials
 - 8 ☐ Corrosives
 - 9 ☐ Misc _____ (explain)

VEHICLE CONDITION ("X" all that apply)

- | | VEH. 1 | VEH. 2 |
|---|--|---|
| Was vehicle moved prior to investigation? | 1 ☐ YES
2 ☒ NO | 1 ☐ YES
2 ☐ NO |
| Was vehicle burned? | 1 ☐ YES
2 ☒ NO | 1 ☐ YES
2 ☐ NO |
| Was vehicle modified? If yes, explain? | 1 ☐ YES
2 ☒ NO | 1 ☐ YES
2 ☐ NO |

VEHICLE DEFECTS

- | | VEH. 1 | VEH. 2 |
|-------------------------------|--|---|
| Did officer check for defect? | 1 ☒ YES
2 ☐ NO | 1 ☐ YES
2 ☐ NO |

("X" all that apply)

- VEH
- 6 ☒ No Apparent Defects
 - 1 ☐ Defective Brakes
 - 3 ☐ Defective Steering Mechanism
 - 4 ☐ Defective Tires
 - 8 ☐ Defective Headlights
 - 9 ☐ Defective Signal Lights
 - 10 ☐ Defective Tail Lights
 - 11 ☐ Defective Other Lights _____

(explain)

5 ☐ Other _____ (explain)

CONDITION OF DRIVER or PEDESTRIAN

- ("X" all that apply)
- 2 ☒ Had Not Been Drinking
 - 3 ☐ Had Been Drinking
 - 6 ☐ Physical Defect
 - 7 ☐ Ill (Sick)
 - 5 ☒ Ability Not Impaired
 - 4 ☐ Ability Impaired
 - 8 ☐ Apparently Asleep
 - 10 ☐ Apparently Drugged
 - 1 ☒ Apparently Normal
 - 9 ☐ Unknown if Drinking
 - 11 ☐ Other _____ (explain)

LOCAL AGENCY USE		REFERENCE NUMBER	
3489656			
VEH NO 1	NAME <u>Randall D. Huckaby</u>	Age	Sex
☒ DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	X
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	
VEH NO	NAME	Age	Sex
☐ 1 DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	
VEH NO	NAME	Age	Sex
☐ 1 DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	
VEH NO	NAME	Age	Sex
☐ 1 DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	
VEH NO	NAME	Age	Sex
☐ 1 DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	
VEH NO	NAME	Age	Sex
☐ 1 DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	
VEH NO	NAME	Age	Sex
☐ 1 DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	
VEH NO	NAME	Age	Sex
☐ 1 DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	
VEH NO	NAME	Age	Sex
☐ 1 DRIVER	ADDRESS SAME AS (☐ DRIVER / ☐ OWNER) OF VEHICLE	0	
☐ 2 PASSENGER	OR _____ ZIP _____	1	
☐ 3 PEDESTRIAN	TAKEN TO _____ BY _____	2	
	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	3	
		4	

LIST BELOW ALL CHILD PASSENGERS UNDER FOUR (4) YEARS OF AGE

VEH NO	NAME	ADDRESS	TAKEN TO	BY	MEDICAL FACILITY (AMBULANCE SERVICE NAME OR PRIVATE PARTY)	Age	Sex	Injury Code	Seating Position	Ejected	Seat Belt	Helmet	CHILD RESTRAINT DEVICE		
													Available	Used	Used Properly
						Yrs	M	0		YES	YES	YES	YES	YES	YES
						Mos	F	1		NO	NO	NO	NO	NO	NO
								2							
								3							
								4							
						Yrs	M	0		YES	YES	YES	YES	YES	YES
						Mos	F	1		NO	NO	NO	NO	NO	NO
								2							
								3							
								4							
						Yrs	M	0		YES	YES	YES	YES	YES	YES
						Mos	F	1		NO	NO	NO	NO	NO	NO
								2							
								3							
								4							

WITNESSES

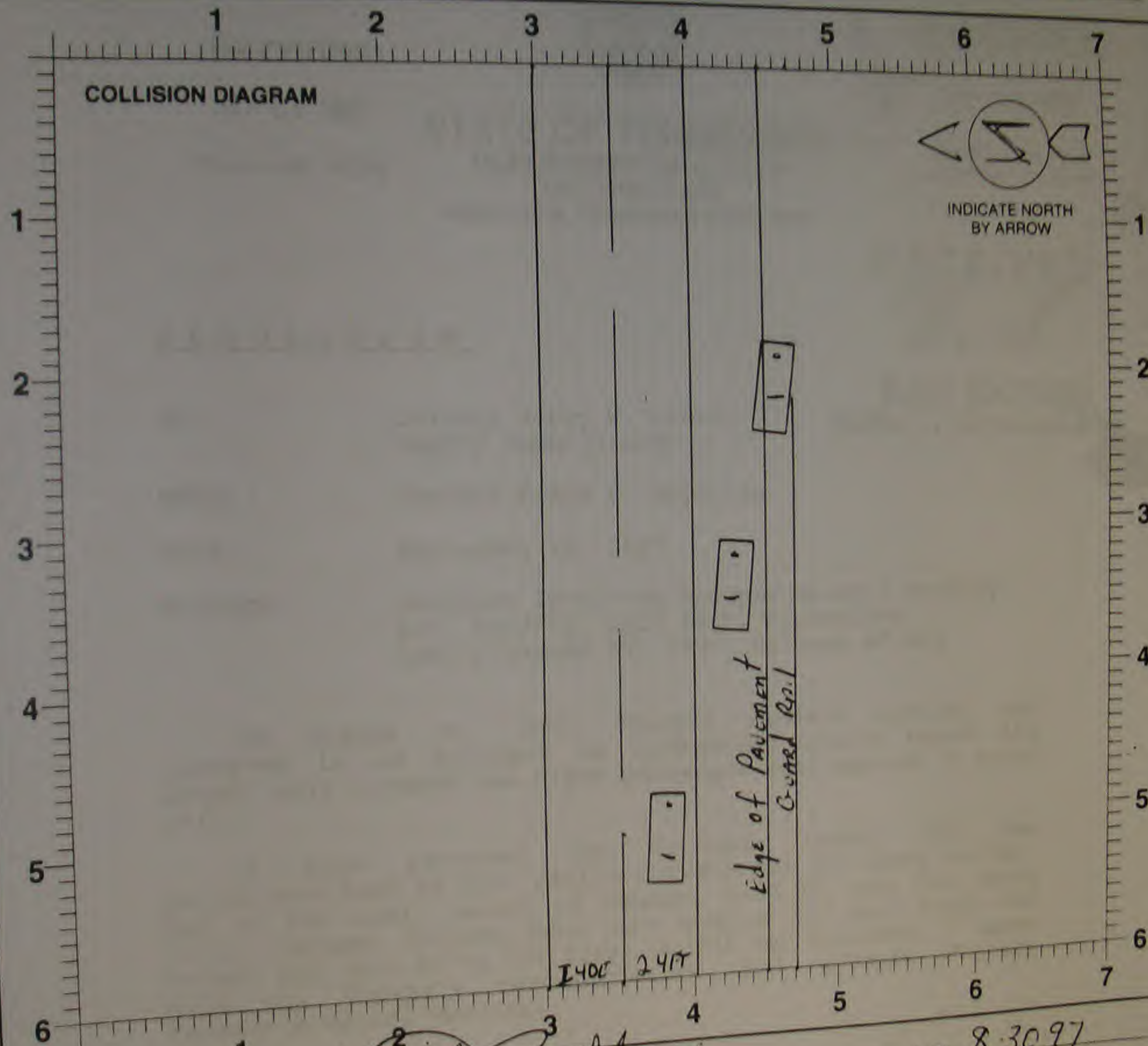
(1) Name	Address	Age	Race	Sex	(Business Phone)	(Residence Phone)
(2) Name	Address	Age	Race	Sex	(Business Phone)	(Residence Phone)
(3) Name	Address	Age	Race	Sex	(Business Phone)	(Residence Phone)

LMJ

3489656

DESCRIBE WHAT HAPPENED: Driver of vehicle #1 was attempting to pull off roadway to work radar. Driver of vehicle #1 made contact with end of guardrail.

COLLISION DIAGRAM

INDICATE NORTH
BY ARROW

INVESTIGATOR'S SIGNATURE

REPORT REVIEWED BY

DATE

8-30-97

DATE

08-30-97

FLR: jo

RECEIVED

SEP 24 1997

Personnel Office



STATE OF TENNESSEE

DEPARTMENT OF SAFETY

1150 FOSTER AVENUE

NASHVILLE, TENNESSEE 37249-1000

RECEIVED

SEP 18 1997

COLONELS OFFICE
DEPARTMENT OF SAFETY

RECEIVED

SEP 17 1997

FLEET SECTION
SUPPORT SERVICES DIV.

MEMORANDUM :

TO: Colonel Jerry W. Scott,
Deputy Commissioner

FROM: Captain Floyd L. Reynolds

DATE: September 15, 1997

SUBJECT: Accident Involving Trooper Randall Huckeby
Lic. #S1JF31, Unit 6667, Cumberland
County, August 30, 1997, Mileage 88,053

On August 30, 1997, Trooper Randall Huckeby was involved in an accident in Cumberland County where his patrol unit scraped the right passenger door against a guard rail.

I have reviewed the accident report and the recommendations of Sgt. Jackie Stevens and Lt. Randy Hoover. Due to the small amount of damage, \$230.00, and the extra effort Trooper Huckeby puts into keeping his unit clean and waxed; and this being his first patrol car accident, I agree with Lt. Hoover's recommendation that Trooper Huckeby receive a verbal warning.

Captain Floyd L. Reynolds
Captain Floyd L. Reynolds
Cookeville, Tennessee

FLR:jo

09-2297
L. Conner
AF



STATE OF TENNESSEE
DEPARTMENT OF SAFETY

1150 FOSTER AVENUE
NASHVILLE, TENNESSEE 37249-1000

M E M O R A N D U M :

TO: Captain Floyd Reynolds
FROM: Lieutenant Randy Hoover
DATE: September 2, 1997
SUBJECT: Accident Involving Trooper Randall Huckleby
Lic. #S1JF31, Unit 6667, Cumberland
County, August 30, 1997, Mileage 88,053

On August 30, 1997, Trooper Randall Huckleby was working second shift in Cumberland County on I-40. Trooper Huckleby had just turned his vehicle off the road on the right shoulder to work radar when his right rear patrol car door made contact with the guard rail at that location.

The decal on the right side of Trooper Huckleby's patrol car was scraped, and a small crease was in the paint along the right passenger door. An estimate from Crossville Body Shop showed that labor and materials to fix the car would cost \$230.00.

It is in my opinion that Trooper Huckleby's vision was obstructed by the right side of his patrol car causing him not to know how close he was to the guard rail. I do not believe Trooper Huckleby was negligent in any way.

Trooper Huckleby has always taken good care of his patrol car. It is always clean and waxed. He has never had an automobile accident on the Highway Patrol until now. In my opinion there was no negligence in this accident.

I believe Trooper Huckleby did misjudge the distance he was from the guard rail. Therefore I recommend that Trooper Huckleby receive a verbal warning on this accident.

L. Y. Hoover
Lieutenant Randy F. Hoover
Crossville, Tennessee

RFH:jo



STATE OF TENNESSEE
DEPARTMENT OF SAFETY
1150 FOSTER AVENUE
NASHVILLE, TENNESSEE 37249-1000

MEMORANDUM :

TO: Lieutenant Randy Hoover

FROM: Sergeant Jackie M. Stevens

DATE: August 31, 1997

SUBJECT: Accident Involving Trooper Randall Huckleby
Lic. #S1JF31, Unit #6667, Cumberland
County, August 30, 1997, Mileage 88,053

Trooper Huckleby is very conscientious about taking good care of his vehicle, and has always been very careful with his driving. He was apparently just attempting to get his vehicle in place to clock a speeding truck which was coming behind him.

I am recommending that no disciplinary action be taken on this incident.

A handwritten signature in cursive script, reading "Jackie M. Stevens", is written over the typed name.

Sergeant Jackie M. Stevens
Crossville, Tennessee

JMS:jo

TENNESSEE DEPARTMENT OF SAFETY
INCIDENT REPORT

Date 8-30-97 Time 1130 ☐ A.M. ☒ P.M. County Cumberland District 6
Type of Incident: Patrol Car 10-45
on 8-30-97 at approximately 1020 p.m.

Officer Huckeby Randall D. 143 [REDACTED]
Last First Middle Int. Badge # SS #

Was officer injured? ☐ Yes ☒ No If yes, explain injuries, treatment received, attending physician, and location of treatment: _____

Assignment: ☒ Regular Patrol ☐ Special ☐ Off Duty
Type of patrol: ☒ One Trooper ☐ Two Troopers ☐ Other
Time shift began 500 pm ☐ A.M. ☒ P.M.

Specific location of incident to include highway, nearest town, business, etc.:
Interstate 40 332 East

Reason officer was at location: Stationary Radar

Other person involved (do not list other police officer):

Name _____ D.O.B. _____
Street Address _____ SS# _____
City _____ D.L.# _____
State/Zip _____ Race _____ Sex ☐ Male ☐ Female

Physical condition of person at time of incident:
Violent ☐ Y ☐ N Drugs ☐ Y ☐ N Alcohol ☐ Y ☐ N Weapons ☐ Y ☐ N
Explain _____

Was medical treatment required for the person? ☐ Yes ☒ No. If yes, explain injuries, treatment received, attending physician, and location of treatment: _____

Charges Placed: _____

Related Reports: ☒ Y ☐ N If yes, disclose Accident Report

WITNESSES:

NAME

ADDRESS

TELEPHONE NO.

RDA 290

STATEMENT

Officer's statement as to what happened, in detail, use additional sheets when necessary.

On 8-30-97 at approximately 1020 pm on Interstate 40 at the 332 mile marker East, I exited the roadway on the right side to set up for stationary radar.

When traveling off the roadway I made contact with the guardrail causing the decal on the right side of the patrol car to be scuffed. Also causing a crease in the right rear door. Sgt. Stevens was then contacted.

Randall D. Huey
Signature of Officer

8-30-97
Date

[Signature]
Signature of Supervisor

8-30-97
Date

REPORT -



State of Tennessee
Department of Safety

THIS FORM TO BE COMPLETED IN ALL ACCIDENTS INVOLVING
UNITS OF THE DEPARTMENT OF SAFETY

Date of Accident 08-30-97

County Cumberland

District 6th. Cookeville

Location: I-40 E.B. MM 332

State Lic. No. 514F31

D.O.S. Unit No. 6667

Description of Other Vehicles(s) Involved:

(1) Make NADA Model _____ Amount of Damage _____

Owner _____

Address _____

Name of Liability Carrier or Agent _____

Policy Number _____

(2) Make _____ Model _____ Amount of Damage _____

Owner _____

Address _____

Name of Liability Carrier or Agent _____

Policy Number _____

(3) Make _____ Model _____ Amount of Damage _____

Owner _____

Address _____

Name of Liability Carrier or Agent _____

Policy Number _____

ENCLOSE THIS FORM WITH 2 COPIES OF THE ACCIDENT REPORT —
2 COPIES OF STATEMENT OF FACTS AND 3 REPAIR ESTIMATES

[illegible]

TENNESSEE DEPARTMENT OF SAFETY
VEHICLE DAMAGE ESTIMATE REPORT

DATE 08-30-97	DISTRICT/DIVISION/SECTION 6 th K.H.P. District	OFFICIAL STATION Cumberland Co.	☒ MARKED ☐ UNMARKED			
LICENSE NO. 5JTF31	UNIT NO. 6667	MAKE Ford	MODEL Crown Vic	YEAR 94	MILEAGE 88,053	ASSIGNED TO: Troop Randall Hucksby
DATE OF ACCIDENT 08-30-97	COUNTY OF ACCIDENT Cumberland	SUPERVISOR MAKING ESTIMATE LT. Randy F. Hoover				

ITEM	NOT APPLICABLE	DAMAGE APPARENT	DAMAGED AND REPAIRABLE	REPAIRABLE NOT	ANY EXPLANATION NECESSARY	ESTIMATED COST OF REPLACEMENT AND/OR REPAIR	
DECALS		X				\$50	00
FUEL TRANSFER		X					
SPOT LIGHT		X					
SCREEN		X					
BLUE LIGHT TOP MOUNT DASH		X					
BLUE LIGHT CONTROL BOX		X					
STATE RADIO (TRUNK UNIT)		X					
STATE RADIO CONTROL HEAD		X					
STATE RADIO ANTENNA		X					
SHOTGUN		X					
RADAR ONE ANTENNA TWO ANTENNA		X					
OTHER (ALL STATE EQUIPMENT DAMAGED INCLUDING UNIFORMS)		X					
1) SUB-TOTAL						\$5000	
2) TOW-IN CHARGE						0000	
BODY SHOP ESTIMATE						23000	
						\$28000	

KNOX CO CHILD SUPPORT OFFICE
300 MAIN ST. ROOM 303
KNOXVILLE, TN 37902

ATTN PERSONNEL DEPARTMENT
TN. DEPT. OF SAFETY
1150 FOSTER AVE
NASHVILLE TN 37210-4406

|||||

STATE OF TENNESSEE
OFFICE OF CHILD SUPPORT ENFORCEMENT
(423)215-2676

03/20/97

RE: RANDALL D HUCKEY
Social Security Number: [REDACTED]
Date of Birth: 02/04/68

DEAR SIR/MADAM:

We are attempting to locate the above referenced individual for child support enforcement purposes. The U.S. Federal Statute (P.L. 93-647) charges this department with the responsibility of securing information needed to establish and enforce support obligations. We have information that indicates this person is currently or has in the past worked for your company. Please provide any information you may have regarding this individual's employment.

Presently employed? ☒ Yes ☐ No

Begin Date: 9-3-95

Ever employed? ☐ Yes ☐ No

Termination Date: _____

Occupation: Trooper

Home (or last known) address: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Home phone number: _____ Date of birth (if different from above): _____

Social Security Number (if different from above): _____

Job location (where employee works): Lumberland County, Cookeville District

City: Cookeville State: TN Zip: _____

KNOX CO CHILD SUPPORT OFFICE
300 MAIN ST. ROOM 318
KNOXVILLE, TN 37902

RECEIVED
NOV 13 1996
Personnel Office

TN. DEPT. OF SAFETY
DEPT OF PERSONNEL
NASHVILLE TN 37249

STATE OF TENNESSEE
OFFICE OF CHILD SUPPORT ENFORCEMENT
(423)215-2676

11/06/96

RE: RANDALL D HUCKEY
Social Security Number: [REDACTED]
Date of Birth: 02/04/68

DEAR SIR/MADAM:

We are attempting to locate the above referenced individual for child support enforcement purposes. The U.S. Federal Statute (P.L. 93-647) charges this department with the responsibility of securing information needed to establish and enforce support obligations. We have information that indicates this person is currently or has in the past worked for your company. Please provide any information you may have regarding this individual's employment.

Presently employed? ☒ Yes ☐ No

Begin Date: 9-14-92 AI

Ever employed? ☐ Yes ☐ No

Termination Date: N/A

Occupation: Trooper AI

Home (or last known) address: [REDACTED] AI

City: [REDACTED] State: [REDACTED] Zip: [REDACTED] AI

WORK Home phone number: 615-528-8496 Date of birth (if different from above): AI

Home Social Security Number (if different from above): [REDACTED]

Job location (where employee works): Cookeville District

City: _____ State: _____ Zip: _____



615-5138



TENNESSEE
DEPARTMENT OF SAFETY
1150 FOSTER AVENUE
NASHVILLE 37249-1000

DON SUNDQUIST
GOVERNOR

MICHAEL C. GREENE
COMMISSIONER

August 3, 1995

Mr. Randall D. Huckleby
[REDACTED]

Dear Mr. Huckleby:

It is my pleasure to inform you of your selection for the September 1995 Tennessee Highway Patrol Recruit School. Your status as an alternate was changed due to the fact that a candidate was disqualified based upon the unfavorable outcome of a physical examination. Hundreds of applicants were interviewed for this position, and you are to be congratulated for your appointment.

You are to report to Lieutenant Mike Dover at the Tennessee Law Enforcement Training Academy, Nashville, Tennessee, promptly at 3:00 p.m., Sunday, September 3, 1995. Please park at the rear of the building and enter through the back door. A map has been enclosed for your convenience.

The following is furnished for your information and compliance:

A. The evening meal will not be served at the Academy on Sundays. An evening box meal will be provided to new recruits reporting to the Academy on September 3, 1995. Further instructions will be given upon arrival at the Academy.

B. You should bring a shaving kit, toothbrush, sewing kit, black roll-on polish for tennis shoes, black polish for boots, one pair of flip-flops (shower shoes), and other personal items. Towels, soap, and bed linens will be furnished. Enough personal items, change for vending machines, and clothing should be brought to last a week.

C. No liquor or non-prescription drugs of any type will be permitted in the Academy. In addition, no weapons of any type are allowed in the Academy.

D. No trainee will be permitted to leave school during the week, except in cases of emergency or in cases where administrative permission is granted. Trainees with prior police related work should take care of all court related duties prior to reporting to school.

E. Students will be released from the Academy each Friday at 4:00 p.m. and will report back no later than 6:00 p.m. on the following Sunday.

F. All required classroom study materials such as textbooks, paper, notebooks, pencils, etc. will be furnished by the Training Division.

G. You will receive a Cadet Training Manual upon arrival at the Academy, which will outline all dress and appearance codes. No mustaches, goatees, or beards will be allowed when you report to the academy. Low maintenance hair styles are highly suggested for both men and women due to physical training and time constraints.

STATE OF TENNESSEE



Department of Correction
Division of Adult Services
Morgan County Regional Correctional Facility
Box 2000, Wartburg, TN 37887
(615) 346-8641

OATH

"I do solemnly swear (or affirm) that I will fully, faithfully, impartially, and diligently perform all the duties required of me as an employee in the penitentiary; that I will execute the laws and regulations prescribed for the government of said agency or institution, so far as concerns my office; that I will accept no bribe, or other compensation during my continuance in office, other than such compensation as is allowed by law; and that I will, on no occasion, ill treat or abuse any convict under my care, beyond the punishment ordered by law, or the rules and regulations of the institution."

Randall D. Muckely
SIGNATURE

Date: 3-12-93

Sworn to and subscribed before me this
12th day of March, 1993

NOTARY
SEAL

June C. Austin
Notary Public

My Commission Expires:

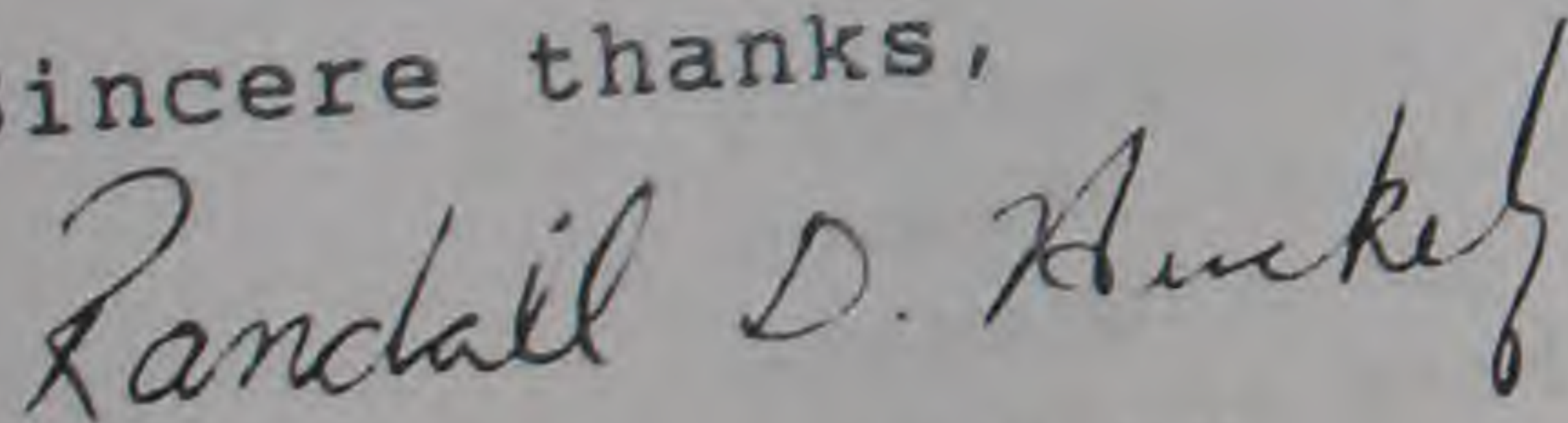
08/21/93

TO: JIM MORROW, AW/O
FROM: RANDELL D. HUCKEBY, CO I
SUBJECT: NOTICE OF RESIGNATION
DATE: SEPTEMBER, 24, 1993

I, officer Randell D. Huckleby, hereby notify all concerned that as of October 7, 1993, I will no longer be employed at the Tennessee Department of Correction at Morgan County Regional Correctional Facility at Wartburg, Tn.

I am accepting a job at the Scott County Sheriff's Department. My notice of termination will take affect on this date September 24, 1993. I would like to express my thanks for giving me the privilege of working with such a professional group of individuals.

Sincere thanks,



Randell D. Huckleby

c: Unit Management Team #1
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3 KEY: [REDACTED]

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle) HICKERY RANDALL DAVID		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE - ANGUS		3. SOCIAL SECURITY NUMBER [REDACTED]	
4a. GRADE, RATE OR RANK TSQT	4b. PAY GRADE E5	5. DATE OF BIRTH (YYYYMMDD) 19680204		6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) NA	
7a. PLACE OF ENTRY INTO ACTIVE DUTY KNOXVILLE TN		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) [REDACTED]			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 134 AIR REFUELING WG (AMC)		b. STATION WHERE SEPARATED KNOXVILLE TN			
9. COMMAND TO WHICH TRANSFERRED ANG-STATE OF TENNESSEE		10. SGLI COVERAGE AMOUNT: \$-000- NONE			
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3E171 CHAPLAIN ASSISTANT JOURNEYMAN		12. RECORD OF SERVICE		13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Air Force Achievement Medal, Air Force Commendation Medal, Small Arms Expert Marksmanship Ribbon/Rifle, National Defense Service Medal with 1 SEE REMARKS	
		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NONE THIS PERIOD			
		15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM b. HIGH SCHOOL GRADUATE OR EQUIVALENT		YES X NO X YES NO	
16. DAYS ACCRUED LEAVE PAID 0.0		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES NO X	

18. REMARKS ITEM 13: device, Air Force Training Ribbon, NCO Professional Military Education Ribbon, AF Levy Svc And w/2 dev. Air Force Outstanding Unit And Member served on AD in support of Operation Noble Eagle 1AW 18 USC 12301(d) at McGhee Tyson ANG Base TN from 05-89 May 2003 NOTHING FOLLOWS		19. MEMBER REQUESTS COPY 5 BE SENT TO: TN DIRECTOR OF VETERANS AFFAIRS		YES X NO	
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20. MEMBER REQUESTS COPY 5 BE SENT TO: TN DIRECTOR OF VETERANS AFFAIRS		21. SIGNATURE OF MEMBER BEING SEPARATED MEMBER NOT AVAILABLE TO SIGN		22. OFFICIAL AUTHORIZED TO SIGN MARY D. MYERS, MSCT PERSONNEL TECHNICIAN	
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23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY		24. CHARACTER OF SERVICE (Indicate separation code) HONORABLE		25. SEPARATION CODE NA	
26. SEPARATION AUTHORITY AFI 36-3200		27. REENTRY CODE NOT APPLICABLE		28. MEMBER REQUESTS COPY 4	

V. RATER'S COMMENTS FACTS AND SPECIFIC ACHIEVEMENTS: A1C Huckeby completes all assigned tasks in an outstanding manner. His constant level of outstanding work contributed to a highly successful rating for the integrated combat turnarounds performed by his load crew. His assistance in cleaning up areas around the shop and other local areas has been a great asset to the 309th Aircraft Maintenance Unit (AMU) and the 31st Aircraft Generation Squadron in getting ready for Corona South. He participated in the successful deployment to Nellis AFB in July 1988, loading live AGM-65s and MK-82s. His attention to detail and quality work was a direct contribution in the successful launch of all munitions and loading during the deployment. A1C Huckeby's contribution and dedication to the preparation for the arrival of the Maintenance Standardization Assistance Team from 15 to 19 August 1988 helped contribute to the overall outstanding rating received by the weapons flight. **STRENGTHS:** A1C Huckeby performs his daily duties at a much greater level than his peers. He is exceptionally quick to grasp new ideas and accepts suggestions with an open mind. **EDUCATIONAL AND TRAINING ACCOMPLISHMENTS:** A1C Huckeby successfully completed his career development course ahead of schedule, with an average of 91 percent on all 7 volumes. He should be given every opportunity to receive Professional Military Education and should be promoted ahead of peers.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION

TIMOTHY R. YEATER, SSgt, USAF
31st Acft Gen Sq (TAC)
Homestead AFB, Florida

DUTY TITLE

Weapons Load Crew Chief

DATE

30 Sep 88

SSAN

SIGNATURE

VI. 1ST INDORSEER'S COMMENTS

☒ CONCUR

☐ NONCONCUR

A1C Huckeby is an outstanding young airman. His flawless participation in the deployment to Nellis AFB for Red Flag is but one example of the expertise attained by this young airman. He shows the potential to do any task no matter how complex. Further professional military education should be given as soon as possible. Promote.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION

JAMES M. MCMAHON, TSgt, USAF
31st Acft Gen Sq (TAC)
Homestead AFB, Florida

DUTY TITLE

NCOIC, Loading

DATE

30 Sep 88

SSAN

SIGNATURE

VII. 2D INDORSEER'S COMMENTS

☒ CONCUR

☐ NONCONCUR

A1C Huckeby's outstanding performance and dedication to duty has been a great credit and inspiration to the 309AMU and his peers. He is an impressive individual and diligently applies himself to every task put before him, and whatever needs to be accomplished. Promote as soon as possible.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION

ANTHONY W. MCEUEN, 1st Lt, USAF
31st Acft Gen Sq (TAC)
Homestead AFB, Florida

DUTY TITLE

OIC, 309AMU

DATE

30 Sep 88

SSAN

SIGNATURE

VIII. 3D INDORSEER'S COMMENTS

☒ CONCUR

☐ NONCONCUR

A1C Huckeby's outstanding duty performance contributed greatly to the successful accomplishment's of the 309AMU. Because of aggressive attitude and high sense of responsibility he does not hesitate to get involved and offer help where ever needed. Promote.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION

JOHN B. MASON, Lt Col, USAF
31st Acft Gen Sq (TAC)
Homestead AFB, Florida

DUTY TITLE

Commander

DATE

30 Sep 88

SSAN

SIGNATURE

AIRMAN PERFORMANCE REPORT
(Airman Basic thru Senior Airman)

HUCKEBY WOULD
APARTMENT IN CROSSVILLE
LAST PART OF HIS SERVICE
HE AFTER

V. RATER'S COMMENTS

FACTS AND SPECIFIC ACHIEVEMENTS: Ann Huckleby completes all assigned tasks in an outstanding manner. He transitioned from a technical school graduate into a fully qualified load crew member in an exceptionally short time. He participated in the successful deployment to Eglin AFB, FL, in August 1987, loading live AGM-65 Maverick missiles. His attention to detail and quality work was a direct contribution in the successful launch of all 10 missiles. Ann Huckleby participated in the 2 October Operational Readiness Exercise (ORE). His constant level of outstanding work again contributed to a highly successful rating for the combat turnarounds performed by his load crew. **STRENGTHS:** Ann Huckleby performs his daily duties at a much greater level than his peers. He is exceptionally quick to grasp new ideas and accepts suggestions with an open mind. **EDUCATIONAL AND TRAINING ACCOMPLISHMENTS:** Ann Huckleby is actively pursuing his 5-level and is currently on time completing his Career Development Course. **OTHER COMMENTS:** Ann Huckleby shows the potential to become one of the Wing's best. He competed in the August 1987 31AGS Airman of the Month. He constantly maintains an exceptional appearance and can be depended upon to do any task with no complaint. He should be given every opportunity for advancement and further Professional Military Education (PME) should be paramount. Promote as soon as possible.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION

SAMUEL O. BUMGARDNER, MSgt, USAF
31st Aircraft Generation Sq (TAC)
Homestead AFB, FL

DUTY TITLE

NCOIC, Weapons Loading

DATE

10 Dec 87

SSAN

SIGNATURE

Samuel O. Bumgardner

VI. 1ST INDORSEER'S COMMENTS

☒ CONCUR☐ NONCONCUR

Ann Huckleby is an outstanding young airman. His flawless participation in the October ORE is but one example of the expertise attained by this airman in a very short time. He shows the potential to do any task no matter how complex. Further PME and promotion should be given as soon as possible.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION

SAMMY C. CHANDLER, CMSgt, USAF
31st Aircraft Generation Sq (TAC)
Homestead AFB, FL

DUTY TITLE

NCOIC, 309AMU

DATE

10 Dec 87

SSAN

SIGNATURE

Sammy C. Chandler

VII. 2D INDORSEER'S COMMENTS

☐ CONCUR☐ NONCONCUR

THIS SECTION NOT USED

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION

DUTY TITLE

DATE

SSAN

SIGNATURE

☐ CONCUR☐ NONCONCUR

VIII. 3D INDORSEER'S COMMENTS

THIS SECTION NOT USED

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION

DUTY TITLE

DATE

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SIGNATURE

JCL

AIRMAN PERFORMANCE REPORT
(Airman Basic thru Senior Airman)

APARTMENT 112 PART OF HIS JUNE
THE LAST PART AFTER HE
WAS DONE OFF DUTY
HE WAS OFF DUTY A

Airmen jam during off hours, spread American culture

by Capt. Lee Elder

Editor

**Det 1, 133 Public Affairs
Detachment**

How do you get a Bulgarian base camp to sound like a down-home camp meeting?

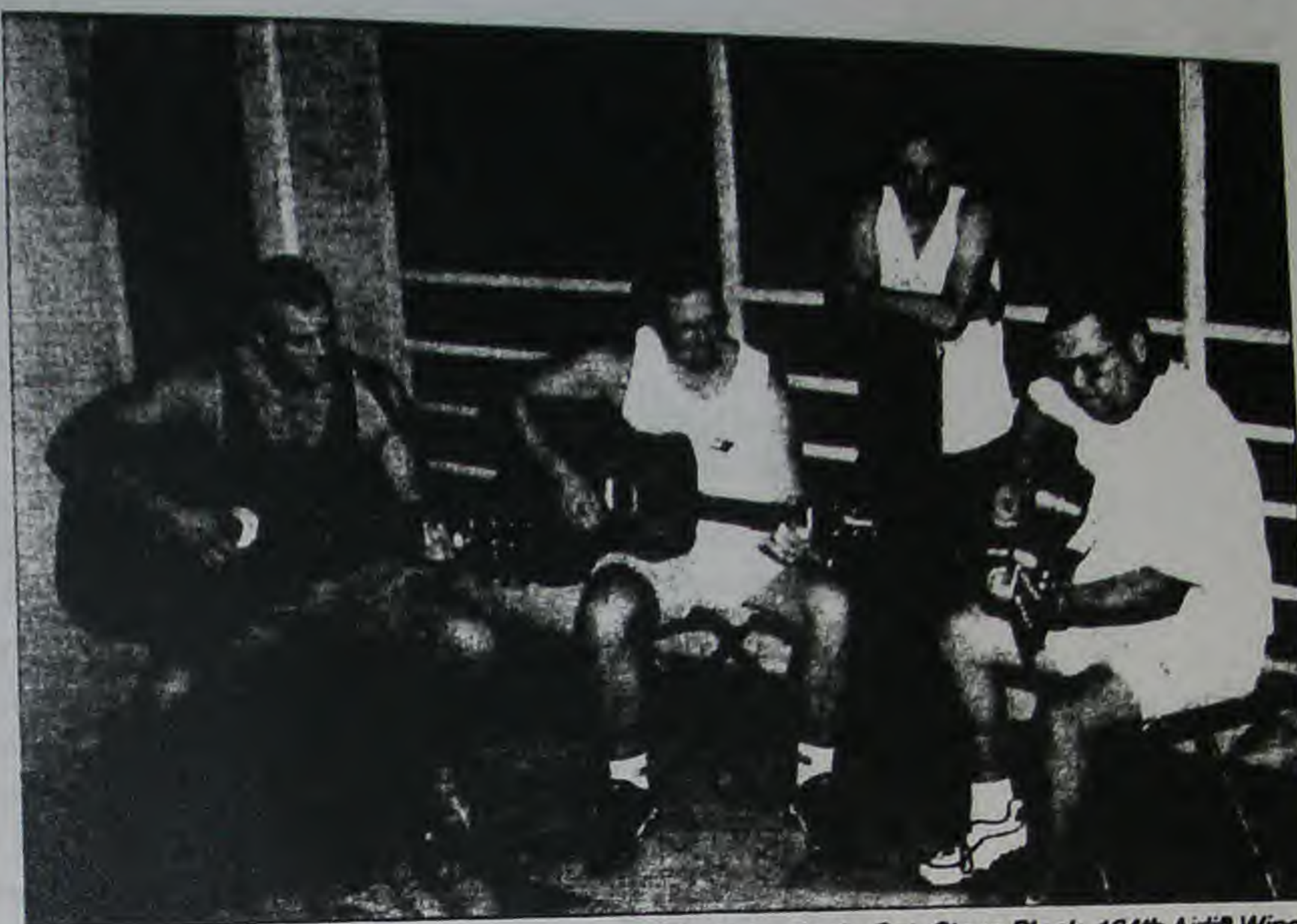
It's simple. Just get four guitars and a handful of Tennesseans, plus a receptive audience of Bulgarian and American admirers.

Nights around the base camp at Slichovci have echoed with the strains of guitars and the familiar sounds of Hank Williams, Willie Nelson, Garth Brooks and other traditional country and gospel artists. Many gather on the right wing of the second floor every evening to enjoy the music with unit members and newfound friends.

The core of the guitar gang is made up Master Sgt. Roger Dale Payne, Staff Sgt. Elzie. Bivens Jr., Staff Sgt. Randall D. Huckleby, Tech. Sgt. William S. Allen, and Sgt. Tim Williford. They're all members of the Knoxville-based 134th Civil Engineering Squadron.

Payne and Williford carry on the tradition during the weekdays.

"For about three months, Tim and I just kind of get together and



(Photo by Tech. Sgt. Steve Black, 164th Airlift Wing)

Staff Sgt. Randy Huckleby, Tech. Sgt. William Allen, Master Sgt. Tim Williford and Master Sgt. Roger Payne (left to right) enjoy their nightly informal jam sessions.

do a little picking at lunch time sometimes, Payne explained.

That ensemble has expanded in Bulgaria to include anyone who walks up and wants to strum a few chords or sing a few notes.

After a busy day at the job site supper and a hot shower singing and picking has its rewards Blevins said.

"It's relaxing and morale

building Blevins said. "It reminds you of home and builds camaraderie.

"I've done it for 20 years and I enjoy playing the guitar" said Payne who is a deacon at his church "Now's a good time to do it

"It's a good stress reliever and I like to play for people and sing

What's your favorite part about training in Bulgaria?



Class
Truman White,
NM CB 133rd



Staff Sgt. Thomas
Gipson III
164th CES.
"Getting to help



Tech Sgt. Dwight W.
Coffee
118th CES
"In spite of the



Sr. Airman
David M. Ameise,
134th CES
"The temperature



Master Sgt. Mark
Cox,
134th CES.
"Training, working

TRP. HUCK'eb

TROOPER ACTIVITY REPORT

Suspect arrested in Heritage Inn robbery

Police have taken into custody a suspect in the robbery of the Heritage Inn Tuesday after he was apprehended by a state trooper just a few miles from the crime scene.

Inn employee Tammy Chandler reported that minutes before 5 p.m. a middle-aged white male wearing a cowboy hat, boots and a leather jacket entered motel, approached the counter and demanded money, according to Lt. Fred Sherrill's report.

The man held his hand in his right coat pocket leading the clerk to believe the suspect was armed. The clerk handed over just over \$250 and the suspect fled the scene in a large vehicle, traveling north on Hwy. 127 N.

A trooper near the 338 mile marker heard a dispatch on the robbery and stopped a vehicle fitting the description of the suspect's and took the suspect into custody.

The suspect's identification was not available at press time.



The Challenge

Friday, 5 May 2000

Vol. 7, No. 7

Saws wear out; not guardsmen

By Tech. Sgt. Becky Roady
RC-VII Public Affairs

The tool pouch identifying him as "T-Bone" raises questions about Staff Sgt. James Tarver's diet, but there is no question about the mechanical engineer's determination. Tarver, the Air National Guard team's shortest contender, spits confidently as he and nine other representatives from

the 134th Air Refueling Wing, McGhee Tyson Air National Guard Base, Tenn., anticipate the start of the hardback tent construction event.

In contrast, ANG's big guy, mechanical engineer Staff Sgt. Randy Huckleby, shuffles nervously. A state trooper known for writing 200-300 tickets between Unit Training Assemblies, Huckleby has traded his gunbelt for a toolbelt this week at

Readiness Challenge VII.

Tech. Sgt. Jeff Cable, a firefighter, prepares both physically and mentally for the event, first duct-taping cardboard armor to his thighs, then beating his helmeted head with a handful of tools.

The unit's first sergeant, Master Sgt. Rick Kitts, reaches across the rope dividing spectators from participants to help his men adjust and tape their leather work gloves. Just as he finishes, the contest begins.

Teams around them commence with rousing cheers and blaring anthems, but the ANG builders begin with quiet determination and a methodical approach. Even their fans on the sideline are calm.

"Checkit-checkit-checkit," Chief Master Sgt. Douglas Hill chants softly as team members test their layout with a diagonal measurement.

Chief Master Sgt. Howard Millsap gently reminds the guardsmen of their priority: "Quality work, boys, quality work."

The construction pace ultimately intensifies—with no sacrifice of precision. Split-leaping gracefully, services Master Sgt. Cecil Riden, clears a two-by-four carried into his path by Staff Sgt. James Johnson, firefighter, and Tech. Sgt. Ed Owenby, electrician.

Tech. Sgt. Clarence Gambel, mechanical engineer, and Staff Sgt. Alan Moore, engineering assistant, replaced their toothless saws with new ones wary missing a stroke.

From a toolbox on the sidelines, Queen declares ANG "the champions of the world," and



Photo by Tech. Sgt. Scott Thompson

Master Sgt. Cecil Riden, 134th Air Refueling Wing, tackles hardback tent construction. The 134th ARW, from McGhee Tyson Air National Guard Base, Tenn., proudly represents the Air National Guard at Readiness Challenge VII.

See Page 9

Featured Inside
The Week in Pictures

Local Forecast

High: 80-85

Low: 65

Patchy fog; chance of rain

Today's Events

Sports Day

Benquet

TRP. HUCKEby

TROOPER ACTIVITY REPORT
CALENDAR YEAR 1996

Date: 01/06/97
Time: 01:03 PM

NAME	RANK	TOTAL CITATIONS	TOTAL MOVING	NON MOVING	TOTAL WARNINGS	CPS	DUI	FELONY	TOTAL ARRESTS	ACCIDENTS	TRUCKS	TRUCKS WEIGHED	EXPENSES
Ague, Joseph	TRP.	1340	1134	206	32	7	10	1	88	78	0	0	1893.00
Allen, Michael	TRP.	988	672	307	45	11	9	9	80	8	0	0	1923.00
Andrews, Jerry	SGT.	192	85	107	4	6	6	0	24	1	0	0	1833.20
Avera, William	SGT.	214	100	109	139	10	5	5	19	4	0	0	1658.50
Barnett, Timothy	TRP.	219	163	56	0	0	1	0	7	38	0	0	154.00
Barnwell, Blaine	TRP.	448	364	84	15	0	4	0	66	57	0	0	1304.50
Bass, Reaker	TRP.	867	576	291	73	12	18	0	18	59	0	0	1718.00
Beatty, Jimmy	SGT.	287	253	33	36	0	4	1	42	20	0	0	1874.00
Brinkley, Shannon	TRP.	778	457	307	33	37	32	14	38	42	0	0	1919.50
Brown, Clois	TRP.	452	353	96	13	0	10	3	45	6	0	0	1718.00
Bush, David	TRP.	961	718	242	61	4	6	1	48	70	0	0	1966.50
Choate, Anthony	TRP.	507	323	176	5	5	24	8	59	3	0	0	1849.00
Crain, Randy	TRP.	965	605	358	2	24	22	2	43	43	0	0	1961.50
Cravens, Betty	TRP.	708	508	200	4	11	10	0	43	4	0	0	1820.00
Davis, Anthony	TRP.	584	355	227	92	4	17	2	82	17	0	0	1774.00
Donoho, Tracy	TRP.	953	441	509	153	80	25	3	53	3	0	0	1920.50
Drake, James	TRP.	0	0	0	0	0	0	0	0	0	0	0	0.00
Driver, Jimmy	SGT.	98	69	29	19	1	0	0	3	9	0	0	748.00
Eldridge, John	LT.	0	0	0	2	0	0	0	0	0	0	0	1512.00
Emmons, Lloyd	SGT.	88	38	50	3	1	0	0	3	1	0	0	1990.00
Ferguson, Eddie	TRP.	538	456	80	1	0	11	2	67	4	0	0	1623.50
Ford, Billy	TRP.	0	0	0	0	0	0	0	0	0	0	0	8.00
Gaw, Kenny	TRP.	20	5	15	5	0	0	0	0	0	0	0	1163.00
Geisenhoffer, Francis	TRP.	646	531	115	0	6	4	0	70	20	0	0	1868.50
Gregg, Rhonda	TRP.	664	482	182	48	22	9	0	20	42	0	0	1120.00
Hackett, Joseph	TRP.	152	130	22	0	0	3	0	20	0	0	0	636.00
Hanley, Jerry	TRP.	823	663	158	50	2	5	2	29	61	0	0	1764.00
Hollandsworth, David	TRP.	646	587	57	108	1	1	2	13	16	0	0	1940.00
Holmes, Robert	LT.	34	26	8	12	0	0	0	2	2	0	0	1796.40
Hoover, Randy	LT.	195	184	11	0	0	1	0	5	11	0	0	1918.00
Howard, Lucious	LT.	261	143	118	0	4	9	0	10	3	0	0	1893.50
Huckeby, Randall	TRP.	1702	1243	459	34	31	9	0	91	51	0	0	1978.00
Hudson, Richard	LT.	64	43	21	8	0	0	0	4	3	0	0	1800.00
Jones, Jimmy	TRP.	666	298	360	100	20	11	8	39	6	0	0	1874.50
Jones, Michael	TRP.	781	370	409	32	10	8	2	41	9	0	0	1752.00
King, Jimmy	TRP.	715	643	69	6	0	11	3	61	39	0	0	1874.00
Lawson, Brian	TRP.	758	441	317	90	14	5	0	63	6	0	0	1973.00
Ledford, James	LT.	108	67	41	16	3	0	0	1	0	0	0	1790.00
Lee, Gilbert	TRP.	378	229	144	11	19	40	5	83	5	0	0	1816.00
Mackie, Steve	TRP.	1190	703	484	298	16	23	3	50	254	0	0	1824.00
Matthews, David	TRP.	613	471	141	90	0	7	1	66	7	0	0	1888.00
Maynard, Randall	SGT.	610	412	196	150	4	18	2	27	49	0	0	1882.00
Mercer, James	TRP.	763	233	511	111	34	32	19	58	28	0	0	1950.50
Moore, John	SGT.	260	65	195	9	3	0	0	4	1	0	0	1685.50
Mosley, Jeffrey	TRP.	822	611	210	3	4	10	1	46	20	0	0	1896.50
Morris, Raven	TRP.	731	422	303	45	17	25	6	65	10	0	0	1933.50
Officer, Jonathan	TRP.	992	605	387	76	43	4	0	13	16	0	0	2060.00
Ogle, Kimberly	TRP.	1073	722	350	167	59	19	1	49	59	0	0	1954.00
Oliver, Aaron	TRP.	641	476	165	0	3	10	0	74	71	0	0	1813.00

Thank's Randy

Tro. Huckeby

Date: 01/08/97

Time: 8:43 AM

TROOPER ACTIVITY REPORT
CALENDAR YEAR 1996

NAME	RANK	TOTAL CITATIONS	TOTAL MOVING	NON MOVING	TOTAL WARNINGS	CRD	DUI	FELONY	TOTAL ARRESTS	TOTAL ACCIDENTS	SPEEDING TRUCKS	TRUCKS WEIGHED	HOURS WORKED
													1893.00
Agee, Joseph	TRP.	1340	1134	205	32	7	10	1		88	79	0	1923.00
Allen, Michael	TRP.	988	672	307	45	11	9	9		80	8	0	1833.20
Andrews, Jerry	SGT.	192	85	107	4	6	6	0		24	1	0	1658.50
Avera, William	SGT.	214	100	109	139	10	5	5		19	4	0	154.00
Barnett, Timothy	TRP.	219	163	56	0	0	1	0		7	38	0	1304.50
Barnwell, Blaine	TRP.	448	364	84	15	0	4	0		66	57	0	1718.00
Bass, Reaker	TRP.	867	576	291	73	12	18	0		18	59	0	1874.00
Beatty, Jimmy	SGT.	287	253	33	36	0	4	1		42	20	0	1919.50
Brinkley, Shannon	TRP.	778	457	307	33	37	32	14		38	42	0	1716.00
Brown, Clois	TRP.	452	353	96	13	0	10	3		45	6	0	1966.50
Bush, David	TRP.	961	718	242	61	4	6	1		48	70	0	1849.00
Choate, Anthony	TRP.	507	323	176	5	5	24	8		59	3	0	1961.50
Crain, Randy	TRP.	965	605	358	2	24	22	2		43	43	0	1820.00
Cravens, Betty	TRP.	708	508	200	4	11	10	0		43	4	0	1774.00
Davis, Anthony	TRP.	584	358	227	92	4	17	2		82	17	0	1920.50
Doncho, Tracy	TRP.	953	441	506	153	80	25	3		53	3	0	0.00
Drake, James	TRP.	0	0	0	0	0	0	0		0	0	0	748.00
Driver, Jimmy	SGT.	98	68	28	19	1	0	0		3	9	0	1512.00
Eldridge, John	LT.	0	0	0	2	0	0	0		0	0	0	1990.00
Emmons, Lloyd	SGT.	88	38	50	3	1	0	0		3	1	0	1623.50
Ferguson, Eddie	TRP.	538	456	80	1	0	11	2		67	4	0	8.00
Ford, Billy	TRP.	0	0	0	0	0	0	0		0	0	0	1163.00
	TRP.	20	5	15	5	0	0	0		0	0	0	1868.50
										70	20	0	1120.00

Ramone, Lloyd	TRP.	538	456	80	0	0	0	0	0	0	0	0	1163.00
Ferguson, Eddie	TRP.	0	0	0	5	0	0	0	0	0	0	0	1868.50
Ford, Billy	TRP.	20	5	15	0	6	4	0	0	70	20	0	1120.00
Gaw, Kenny	TRP.	646	531	115	48	22	9	0	0	20	42	0	636.00
Geddes-Hoffer, Francis	TRP.	664	482	182	0	0	3	0	0	20	0	0	1764.00
Gregg, Rhonda	TRP.	152	130	22	50	2	5	2	2	29	61	0	1940.00
Hackett, Joseph	TRP.	823	663	158	108	1	1	2	2	13	16	0	1796.40
Hanley, Jerry	TRP.	646	587	57	12	0	0	0	0	2	2	0	1918.00
Hollandsworth, David	LT.	34	26	8	0	0	1	0	0	5	11	0	1893.50
Holmes, Robert	LT.	195	184	11	0	4	9	0	0	10	3	0	1978.00
Hoover, Randy	LT.	261	143	118	34	31	9	0	0	91	51	0	1800.00
Howard, Lucious	TRP.	1702	1243	459	8	0	0	0	0	4	3	0	1874.50
Huckaby, Randall	LT.	64	43	21	100	20	11	8	8	39	6	0	1752.00
Hudson, Richard	TRP.	666	298	360	32	10	8	2	2	41	9	0	1874.00
Jones, Jimmy	TRP.	781	370	409	6	0	11	3	3	61	39	0	1973.00
Jones, Michael	TRP.	715	643	69	90	14	5	0	0	63	6	0	1790.00
King, Jimmy	TRP.	758	441	317	16	3	0	0	0	1	0	0	1816.00
Lawson, Brian	LT.	108	67	41	11	19	40	5	5	83	5	0	1824.00
Ledford, James	TRP.	378	229	144	298	16	23	3	3	50	254	0	1888.00
Lee, Gilbert	TRP.	1190	703	484	90	0	7	1	1	66	7	0	1882.00
Mackie, Steve	TRP.	613	471	141	150	4	18	2	2	27	49	0	1950.50
Matthews, David	SGT.	610	412	196	111	34	32	19	19	58	28	0	1685.50
Maynard, Randall	TRP.	763	233	511	9	3	0	0	0	4	1	0	1896.50
Mercer, James	SGT.	260	65	195	3	4	10	1	1	46	20	0	1933.50
Moore, John	TRP.	822	611	210	43	17	25	6	6	65	10	0	2060.00
Mosley, Jeffrey	TRP.	731	422	303	76	43	4	0	0	13	16	0	1954.00
Morris, Kaven	TRP.	992	605	387	167	59	19	1	1	49	59	0	1813.00
Officer, Jonathan	TRP.	1073	722	350	0	3	10	0	0	74	71	0	
Ogle, Kimberly	TRP.	641	476	165									
Oliver, Aaron	TRP.												

Thanks Randy

ATTENTION APPOINTING AUTHORITIES: DO NOT INCLUDE THIS PAGE IF YOU KEEP A COPY OF THIS APPLICATION FOR YOUR FILES
--Do not write in shaded area - office use only--

CITIZENSHIP STATUS: Employment consideration for some jobs may be limited to U.S. citizens. Please indicate your citizenship status below.
Are you a U.S. citizen? YES ☒ NO ☐ If no, specify your current alien status: _____

TESTING: If you are willing to take any necessary examinations, please indicate your testing location preference from the choices below.
MARK ONE
____ 06 Cleveland
____ 19 Nashville
____ 28 Pulaski
☒ 47 Knoxville
____ 57 Jackson
____ 67 Livingston
____ 79 Memphis
____ 82 Kingsport
If you would like information sent to you on alternative examinations or other testing accommodations for persons with disabilities, please call (615) 741-0441 or TDD (615) 741-6276. See information under the heading "Testing Information" on side A of Information and Instructions for further information about the employment testing process.

VETERANS INFORMATION: Tennessee veterans preference points are only added to passing examination scores on Career Service appointment registers. To receive veterans preference points, you must be a present or former member of the United States Armed Forces, have served on active duty during the service eligibility periods listed below (unless otherwise noted), have received an honorable discharge, and be a legal resident of the State of Tennessee (i.e., have resided in the State of Tennessee for the past two-year period or possess a Tennessee voter registration card). Veterans meeting these conditions will have five (5) points added to their passing examination scores. For veterans with a ten percent (10%) or greater service-connected disability, ten (10) points will be added to their passing examination scores. Ten (10) points will be added to the passing examination scores of the spouse or unmarried spouse of a one hundred percent (100%) service-connected disabled veteran or the unmarried spouse of a veteran killed on active duty during the eligibility periods listed below. Five (5) points will be added to the passing examination scores of the spouse or unmarried spouse of a one hundred percent (100%) service-connected disabled veteran or unmarried spouse of a veteran killed on active duty during any other time period.
Service Eligibility Dates: W.W.II (12-7-41 to 12-31-46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada or Panama Expeditions (ONLY IF AWARDED THE ARMED FORCES EXPEDITIONARY MEDAL); and Operation Desert Shield/Storm (8-2-90 to end date not established).

TO CLAIM VETERANS PREFERENCE, CHECK THE APPROPRIATE BOX BELOW AND SUBMIT PROOF AS INDICATED IN THE TABLE.

☐ Proof will be submitted under separate cover ☐ Proof is Attached ☒ Proof has previously been submitted to Applicant Services

Date of Entry in Military Service

Date of Separation from Active Service

Month Day Year
1 12 01 9 11 19 8 16

Month Day Year
0 17 3 11 1 9 9 11

Rank at Time of Discharge

Branch of Service

SGT E-4

AIR FORCE

VETERAN STATUS:

Veteran

10% Disabled Veteran

Spouse-100% Disabled Veteran

Spouse-Veteran killed on active duty

REQUIRED DOCUMENTS:

submit document 1 only

submit documents 1 and 2

submit documents 1 and 3

submit documents 1 and 4

DOCUMENT TYPES:

1. Discharge (DD Form 214) showing entry and honorable discharge date from active military service.

2. *Statement from Veterans Administration showing veteran's 10% service-connected disability.

3. *Statement from Veterans Administration showing veteran's 100% service-connected disability.

4. Statement from Veterans Administration showing veteran was killed while on active duty.

*Statement must have been issued from Veterans Administration within last six months.

OPTIONAL INFORMATION

DEMOGRAPHIC INFORMATION: The following information is for Equal Employment Opportunity/Affirmative Action purposes only. Information requested is to be completed on a voluntary basis. Data will be held confidential and only used in accordance with applicable Federal law. Refusal to provide information will not subject the applicant to any adverse treatment.

RACE

A. ☒ White

B. ☐ Black

C. ☐ Hispanic

D. ☐ Asian or Pacific Islander

E. ☐ Native American Indian

F. ☐ Alaskan Native

G. ☐ Other

SEX

A. ☒ Male

B. ☐ Female

**DATE OF BIRTH

MONTH DAY YEAR
0 2 0 4 1 1 9 1 6 1 8

**For qualifying purposes, some jobs have minimum age requirements. If you apply for a job for which there is a minimum age requirement, you may be asked to provide date of birth information.

ATTENTION APPOINTING AUTHORITIES: DO NOT INCLUDE THIS PAGE IF YOU KEEP A COPY OF THIS APPLICATION FOR YOUR FILES

YOUR EMPLOYMENT HISTORY.

Social Security Number

Last Name

HUCKEY

First Name

RANDALL

EDUCATIONAL BACKGROUND

You should provide all information requested in this section. You may omit the Educational Background section only if you have filed a full and complete application since March, 1999, and your education information has not changed since that time. This applies to all applicants including current State Employees.

PLEASE NOTE: You should complete "LICENSES" and "REFERENCES" with each new application you submit. Signature is required with each application.

Primary/Secondary Education - Please indicate the highest level of primary or secondary education completed.

☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒
1	2	3	4	5	6	7	8	9	10	11	certif. of completion	GED certif.	high school diploma		

MAY-1986

date completed

Postsecondary Education - Please list schools attended after high school. This includes any colleges, universities, or vocational schools attended. When indicating hours completed, you must convert semester hours to quarter hours. Just multiply semester hours by 1.5 to convert to quarter hours. Indicate clock hours for vocational school training.

Name and city/state location of school	Dates attended		Total # of quarter or clock hours completed	Did you Graduate?		Type of degree or certificate and date (MO/YR) received	Major field of study or area of concentration
	FROM MO/YR	TO MO/YR		YES	NO		
MIAMI DADE COMM COLLEGE	2/89	6/91	135.0		X		PSY/FORESTRY
BASIC POLICE SCHOOL	5/94	6/94	320.0	✓		Certified Officer	LAW ENFORCE
THP CADET SCHOOL	8/95	2/96	960.0	✓		STAR-TP 2/96	LAW ENFORCE
DUE INSTRUCTOR COURSE	8/98	8/98	40.0	✓		DUT INSTRUCTOR	INSTRUCTION

To ensure that you receive the maximum score possible in an evaluation of your training and experience, it is strongly recommended that you submit a copy of your college transcript with your application. Regardless of whether or not you are submitting a transcript, please indicate the number of quarter hours received in the subjects listed below. A transcript of all course work may be required at the time of employment. For education received from a non-United States college or university, please attach a copy of credential evaluation from an accredited United States school or other acceptable evaluation service.

(To convert semester hours to quarter hours, multiply by 1.5.)

☐ Accounting	☐ Political Science	☐ Environmental Engineering	☐ Psychology	☐ Agribusiness	☐ Human Anatomy	☐ Mental Health
☐ Chemistry	☐ Computer Science	☐ Drafting	☐ Sociology	☐ Agriculture	☐ Human Nutrition	☐ Non State CEU* credit
☐ Biology	☐ Mathematics	☐ Education	☐ Environmental Health/Physics	☐ Archaeology	☐ Industrial Arts	☐ Nursing
☐ Microbiology	☐ Statistics	☐ Special Education	☐ Geology	☐ Child/Family Studies	☐ Law/Legal Assistance	☐ Recreation/Rec. Therapy
☐ Business/Economics	☒ Civil Engineering	☐ Counseling	☐ Library Science	☐ Criminal Justice	☐ Marketing	☐ Rehabilitation Studies

* CEU credits earned by State employees through state sponsored training will be automatically recorded in their applicant records. To obtain credit for non-state sponsored CEUs or vocational technical school training, an official transcript must be attached.

LICENSES: Please list each license, certificate, or other authorization to practice a trade or profession. Teachers must specify subject area and type of certification. Please make sure licensure information is current with each new application you submit.

TYPE OF CERTIFICATION	AREA OF ENDORSEMENT	LICENSE NO.	ORIGINAL LICENSE ISSUE DATE	CURRENT LICENSE EXPIRATION DATE	STATE OR AGENCY ISSUING LICENSE
AIR CONDITIONING/REFRIG	TN	412373353	6-93	DOESNT EXPIRE	TN

REFERENCES: Please provide complete information for your references below. Please make sure your reference information is current with each new application you submit.

NAME	STREET ADDRESS	CITY - STATE	TELEPHONE
JACKIE STEVENS			
JOHN ELDIDGE			

SIGNATURE: Under penalty of perjury, I certify that the information I am providing in this application is correct and complete to the best of my knowledge. I am aware that should investigation show any falsification, I will not be considered for employment, or if employed, I will be dismissed and disqualified from future examinations. I hereby authorize the State of Tennessee to make all necessary investigations concerning me or my actions and to receive and make available to all state agencies my academic records or other materials pertinent to my qualifications. I further authorize and request each former employer, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

SIGNATURE OF APPLICANT

Randall D. Huckely

DATE

4-13-2005

Applicants who are not currently State employees must complete the employment history section of the application in detail to receive proper rating credit. A photocopy of a previously submitted application, completed in its entirety, may be submitted in lieu of completing a new application form. When submitting a photocopy, be sure the copy is legible, the information is accurate and up-to-date, and your original signature and the current date are included.

Current employees applying for another classification within the Career Service system may submit an abbreviated application, provided the employee has filed a complete application with the Applicant Services Division ~~since becoming a State Employee~~. The abbreviated application must include information on the employee's current position in the JOB A block below. Otherwise, the application will be returned to the employee. An abbreviated application must also include information on any work experience or education acquired since the submission of the last application. New information provided by an employee will be added to the existing file. If you are submitting an abbreviated application, be sure you sign the abbreviated application and that you list sufficient information to ensure that all education and work experience have been identified either on the current or previous applications. Your application may be faxed to (615) 741-6985.

**SECTION C
EMPLOYMENT HISTORY**
*****YOU MUST PROVIDE ALL INFORMATION REQUESTED IN THIS SECTION*****

Beginning with your present or most recent job, accurately describe the major responsibilities associated with each job held. If you moved to a different position within the same organization and your major duties changed, you should list each position as a separate job. For military experience, be sure to include the dates and rank for each position held. Also, describe any unpaid, volunteer, or part time work experience you consider important qualifications for employment. You may submit an employment resume to supplement your application; however, you must describe your major job responsibilities in the format below to ensure accurate scoring of your application. Incomplete information may lower your application rating. If you were responsible for supervising and evaluating the job performance of other employees, indicate the average number of employees you supervised. Attach additional sheets, as necessary, to provide your complete employment history in the format shown below.

JOB A		TITLE OR RANK OF POSITION: <u>Tennessee State Trooper</u>	
EMPLOYED FROM	<u>019915</u> TO <u>112016</u>	REASON FOR LEAVING: _____	
	MO. YR. MO. YR.		
AVERAGE # OF HRS. WORKED PER WEEK: <u>40</u>		STARTING ANNUAL SALARY: <u>25,200</u>	LAST ANNUAL SALARY: <u>37,700</u>
EMPLOYER NAME: <u>THP</u>		TYPE OF BUSINESS: <u>Law Enforcement</u>	TELEPHONE: <u>925-58-8776</u>
EMPLOYER ADDRESS: <u>P.O. Box 7601</u>		<u>KINGSTON PIKE KNOXVILLE TN 37919</u>	
	STREET	CITY	STATE ZIP CODE
AVERAGE # OF EMPLOYEES YOU SUPERVISED: <u>1</u>		NAME OF YOUR IMMEDIATE SUPERVISOR: <u>Sgt. MIKE MELHORN</u>	
Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%.			
%	DUTIES/RESPONSIBILITIES		
30	<u>Enforce all laws of the state of Tennessee</u>		
25	<u>Investigate and report any and all traffic crashes</u>		
15	<u>Provide assistance to anyone in need on all roads and highways.</u>		
30	<u>Patrol all roads and state highways and enforce all laws, rules, and regulations</u>		
100 %			

JOB B		TITLE OR RANK OF POSITION: <u>Deputy Sheriff</u>	
EMPLOYED FROM	<u>019913</u> TO <u>019915</u>	REASON FOR LEAVING: <u>Join the Highway Patrol</u>	
	MO. YR. MO. YR.		
AVERAGE # OF HRS. WORKED PER WEEK: <u>40</u>		STARTING ANNUAL SALARY: <u>14,400</u>	LAST ANNUAL SALARY: <u>16,000</u>
EMPLOYER NAME: <u>Scott County Sheriff's Dept</u>		TYPE OF BUSINESS: <u>Law Enforcement</u>	TELEPHONE: <u>423-662-2285</u>
EMPLOYER ADDRESS: _____		<u>Huntsville</u>	<u>TN 37856</u>
	STREET	CITY	STATE ZIP CODE
AVERAGE # OF EMPLOYEES YOU SUPERVISED: <u>1-3</u>		NAME OF YOUR IMMEDIATE SUPERVISOR: <u>Jim Carson</u>	
Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%.			
%	DUTIES/RESPONSIBILITIES		
40	<u>Enforce all laws of the state of Tennessee</u>		
20	<u>Serve warrants and summons</u>		
20	<u>Patrol the roads of the county</u>		
20	<u>Train new officers coming into the sheriff's Dept</u>		
100 %			

USING THE FORMAT ABOVE ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO COMPLETE YOUR EMPLOYMENT HISTORY.

TO COMPLETE YOUR EMPLOYMENT HISTORY.

JOB C

EMPLOYED FROM 01/912 TO 01/913
MO. YR. MO. YR.

TITLE OR RANK OF POSITION: Corrections Officer
REASON FOR LEAVING: To become a Deputy Sheriff

AVERAGE # OF HRS. WORKED PER WEEK: 40 STARTING ANNUAL SALARY: 14,400 LAST ANNUAL SALARY: 14,400

EMPLOYER NAME: TN. Dept. of Corrections TYPE OF BUSINESS: Prison TELEPHONE: 37887

EMPLOYER ADDRESS: Morgan County Regional Corrections Facility Warburg, TN
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED: _____ NAME OF YOUR IMMEDIATE SUPERVISOR: _____

Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%.

% TIME	DUTIES/RESPONSIBILITIES
40	Participate in supervising of the inmates.
20	Perform special security functions such as transporting inmates outside prison
40	Enforce all policy and procedures of the institution
100 %	

JOB D

EMPLOYED FROM 11/911 TO 01/912
MO. YR. MO. YR.

TITLE OR RANK OF POSITION: Deputy Sheriff/Jailer
REASON FOR LEAVING: Better Pay / advancement opp.

AVERAGE # OF HRS. WORKED PER WEEK: 40 STARTING ANNUAL SALARY: 10,500 LAST ANNUAL SALARY: 10,500

EMPLOYER NAME: Scott Co. Sheriff's Dept TYPE OF BUSINESS: Law Enforcement TELEPHONE: 931-661-3205

EMPLOYER ADDRESS: P.O. Box 121 Huntsville, TN
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED: _____ NAME OF YOUR IMMEDIATE SUPERVISOR: _____

Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%.

% TIME	DUTIES/RESPONSIBILITIES
50	Patrol entire jail to ensure all inmates are locked up and jail is secure
30	Patrol County as road officer, enforcement of laws
20	Assist in dispatching messages from jail with radio communications
100 %	

JOB E

EMPLOYED FROM 12/81/2 TO 01/7911
MO. YR. MO. YR.

TITLE OR RANK OF POSITION: Sgt E-4
REASON FOR LEAVING: Separated from military

AVERAGE # OF HRS. WORKED PER WEEK: 40 STARTING ANNUAL SALARY: 16,000 LAST ANNUAL SALARY: 21,000

EMPLOYER NAME: U.S. A. F. TYPE OF BUSINESS: Military TELEPHONE: _____

EMPLOYER ADDRESS: _____ CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED: 3 NAME OF YOUR IMMEDIATE SUPERVISOR: Charles McConnell

Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%.

% TIME	DUTIES/RESPONSIBILITIES
60	Trained and evaluated weapons load crews on aircraft loading.
20	Loaded weapons on aircraft
20	Performed functional electrical and mechanical tests on aircraft
100 %	

I HAVE PROUDLY SERVED AS A TROOPER WITH THE TENNESSEE HIGHWAY PATROL SINCE SEPTEMBER 3, 1995. I WAS ASSIGNED TO CUMBERLAND COUNTY FROM FEBURARY 1996 TO NOVEMBER 2003. I AM NOW ASSIGNED TO ROANE COUNTY. I LOVE MY JOB AND I LOVE PROTECTING THE CITIZENS OF THE STATE OF TENNESSEE. I ALWAYS HAVE AND ALWAYS WILL DO THE BEST JOB I CAN DO TO HONOR THE TRADITION OF OUR PROFESSIONAL LAW ENFORCEMENT AGENCY. I HAVE 20 YEARS WITH THE UNITED STATES AIR FORCE AND THE TENNESSEE AIR NATIONAL GUARD. AS OF DECEMBER 2006 I WILL HOLD THE RANK OF MASTER SARGENT (E-7). I HAVE SUPERVISED INDIVIDUALS FOR MANY YEARS WITH THE MILITARY AND FEEL MY EXPERENCE IN THE SERVICE WOULD BENEFIT THE PATROL AS WELL AS THOSE I WOULD WORK WITH. I AM A GRADUATE OF THE NON-COMMISSIONED OFFICERS ACADEMY COURSE AND THE NON-COMMISSIONED OFFICERS LEADERSHIP COURSE. I BELIEVE THESE TWO COURSES ALONG WITH MANY YEARS OF ON THE JOB TRAINING WILL HELP ME IN BECOMING A WELL ADJUSTED AND PRODUCTIVE SUPERVISOR WITH THE TENNESSEE HIGHWAY PATROL. I'VE ALSO HAD EXCELLENT EXAMPLES THROUGHOUT MY CAREER ON HOW TO BE A GOOD LEADER. I BELIEVE IN LEADING BY EXAMPLE AND THAT'S WHAT I WOULD FOCUS ON DOING.

THANK YOU FOR YOUR CONSIDERATION AND I TRUST IN YOUR JUDGEMENT ON YOUR SELECTION.



WITH HONOR AND RESPECT,

Randy D. Huckeby
TROOPER RANDY D. HUCKEBY

State of Tennessee Department of Education

This is to certify that

RANDALL DAVID HUCKEY

has satisfied the requirements for graduation from High School as prescribed by the
Tennessee State Board of Education, and is, therefore, awarded this **DIPLOMA.**

In Testimony Whereof and by authority in us vested, we have affixed our signatures this the

26th day of May 1986, at Sunbright High School,
Morgan County, Sunbright, Tennessee.

ADDRESS OF SCHOOL

Reuben L. McEwen

STATE COMMISSIONER OF EDUCATION

Alan Nance
SUPERINTENDENT OF SCHOOLS

Roger J. Brown
CHAIRMAN, BOARD OF EDUCATION

James Jones
PRINCIPAL OF SCHOOL



CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSESTHIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.

DIST ATTY GEN OFFICE

PAGE 05

ANY ALTERATIONS IN SHADOWED
AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle)

BICKLEY RANDALL DAVID

2. DEPARTMENT, COMPONENT AND BRANCH
AIR FORCE--RBQ AF

3. SOCIAL SECURITY NO.

4.a. GRADE, RATE OR RANK

E-4

4.b. PAY GRADE

E-4

5. DATE OF BIRTH (YYMMDD)

1968 FEB 04

6. RESERVE OBLIG. TERM. DATE

Year 94 Month 12 Day 09

7.a. PLACE OF ENTRY INTO ACTIVE DUTY

KNOXVILLE MEMPHIS TN

7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete
address if known)

8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND

31 AGS (TAC)

8.b. STATION WHERE SEPARATED
HOMESTEAD AFB TX

9. COMMAND TO WHICH TRANSFERRED

DEAF

10. SGLI COVERAGE
Amount: \$100

None

11. PRIMARY SPECIALTY (List number, title and years and months in
specialty. List additional specialty numbers and titles involving
periods of one or more years.)46250-ARMAMENT SYS SPECI.
(4 YEARS)

12. RECORD OF SERVICE

	Year(s)	Month(s)	Day(s)
a. Date Entered AD This Period	1986	DEC	10
b. Separation Date This Period	1991	JUL	30
c. Net Active Service This Period	04	07	21
d. Total Prior Active Service	00	00	00
e. Total Prior Inactive Service	00	00	00
f. Foreign Service	00	00	00
g. Sea Service	00	00	00
h. Effective Date of Pay Grade	1988	DEC	10

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
AIR FORCE GOOD CONDUCT MEDAL, NATIONAL DEFENSE SERVICE MEDAL, AIR FORCE LONGEVITY SERVICE
AWARD RIBBON, 100 PROFESSIONAL MILITARY EDUCATION GRADUATION RIBBON, SMALL ARMS EXPERT
MARKSMANSHIP TRAINING RIBBON.

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)

J4AMP462X0-151, F-16 WEAPONS SYSTEM MAINTENANCE TECHNICIAN, 23 HOURS, OCT 90. G3ABR46230F
001 AIRCRAFT ARMAMENT SYSTEMS SPECIALIST (F-16) COURSE, 608 HOURS, MAY 87. J4AMP462X0-167
ARMAMENT MAINTENANCE TECHNICIAN (F-16 A/B), 60 HOURS, SEP 87.15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA
VETERANS' EDUCATIONAL ASSISTANCE PROGRAMYes No
X15.b. HIGH SCHOOL GRADUATE OR
EQUIVALENTYes No
X16. DAYS ACCRUED LEAVE PAID
.5

17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION

Yes No

18. REMARKS (Reason for enlistment) 4 YEARS

EXTENSION OF SERVICE WAS AT THE REQUEST AND FOR THE CONVIENIENCE OF THE GOVERNMENT.
SERVED 2 AGS 90 TO 23 FEB 91 IN SUPPORT OF OPERATION OF DESERT SHIELD/STORM.
SUBJECT TO RECALL TO ACTIVE DUTY AND/OR ANNUAL SCREENING.
NOTHING FOLLOWS

19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code)

19.b. NEAREST RELATIVE (Name and address - include Zip Code)

20. MEMBER REQUESTS COPY 6 BE SENT TO

21. SIGNATURE OF MEMBER BEING SEPARATED

MEMBER NOT AVAILABLE TO SIGN

22. OFFICIAL AUTHORIZED TO SIGN (Type name, grade, title and
signature) JUDITH L. DENNIS, MSGT, DEAF
SCIC, SEPARATIONS & REENLISTMENTS

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION

RELEASE FROM ACTIVE DUTY

25. SEPARATION AUTHORITY

AFR 39-10

26. NARRATIVE REASON FOR SEPARATION
COMPLETED EXTENDED ENLISTMENT
TIME LOST DURING THIS PERIOD

24. CHARACTER OF SERVICE (Include upgrades)

HONORABLE

27. REENTRY CODE

L7

30. MEMBER REQUESTS COPY 4

04/14/2005 15:15

8653782148

DIST ATTY GEN OFFICE

PAGE 04

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSESTHIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.ANY ALTERATIONS IN SHADED AREAS
RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle initial) [REDACTED]		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE - ANGUS	
3. SOCIAL SECURITY NUMBER [REDACTED]		4. DATE OF BIRTH (YYYYMMDD) 19680204	5. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) NA
6. PLACE OF ENTRY INTO ACTIVE DUTY KNOXVILLE TN		7. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) [REDACTED]	
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 134 AIR REFUELING WG (AMO)		8b. STATION WHERE SEPARATED KNOXVILLE TN	
9. COMMAND TO WHICH TRANSFERRED ANG-STATE OF TENNESSEE		10. SGLI COVERAGE AMOUNT: \$-000- NONE	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3E171 CHAPLAIN ASSISTANT JOURNEYMAN		12. RECORD OF SERVICE	
		a. DATE ENTERED AD THIS PERIOD	
		b. SEPARATION DATE THIS PERIOD	
		c. NET ACTIVE SERVICE THIS PERIOD	
		d. TOTAL PRIOR ACTIVE SERVICE	
		e. TOTAL PRIOR INACTIVE SERVICE	
		f. FOREIGN SERVICE	
g. SEA SERVICE			
h. EFFECTIVE DATE OF PAY GRADE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Air Force Achievement Medal, Air Force Commendation Medal, Small Arms Expert Marksmanship Ribbon/Rifle, National Defense Service Medal with 1 SEE REMARKS		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NONE THIS PERIOD	
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		YES ☒ NO ☐	
15b. HIGH SCHOOL GRADUATE OR EQUIVALENT		YES ☒ NO ☐	
16. DAYS ACCRUED LEAVE PAID 0.0	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION YES ☐ NO ☒		

STATE OF TENNESSEE
DEPARTMENT OF SAFETY

OATH OF OFFICE

"I, Randall David Huckleby, do solemnly swear that I will support the Constitution of the United States, and will be faithful and bear true allegiance to the State of Tennessee and to the constitutional powers and authorities which are, or may be established for the government thereof; and I do solemnly swear that I will support the Constitution of Tennessee, not inconsistent with the Constitution of the United States, and will faithfully perform the duties imposed upon me as a member of the **TENNESSEE HIGHWAY PATROL** of the Tennessee Department of Safety to the best of my ability; that I will serve the State of Tennessee honestly and faithfully, and will obey the orders of the officers and officials placed over me according to law."

Randall David Huckleby

Oath administered by:

W. C. [Signature]
Commissioner of Safety

This the 9th day of January, 1996

TENNESSEE BUREAU OF INVESTIGATION
 CRIMINAL RECORDS UNIT
 P.O. BOX 100940
 NASHVILLE, TENNESSEE 37225-0940
 (615) 741-0430

M E M O R A N D U M

TO: MORGAN CO REG CORR FAC, WARTBU (TN065025C)
 FROM: CRIMINAL RECORDS UNIT
 DATE: 10/21/92
 SUBJECT: RESPONSE TO REQUEST FOR CRIMINAL RECORDS CHECK

THIS RECORD IS BASED ONLY ON THE SID NUMBER IN YOUR REQUEST (610087).
 BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD
 BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.

- TENNESSEE CRIMINAL HISTORY -

USE OF THE FOLLOWING RECORD IS REGULATED BY LAW. IT IS FURNISHED FOR
 OFFICIAL USE ONLY AND SHOULD ONLY BE USED FOR THE PURPOSE REQUESTED.
 WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY
 WITH THE AGENCY THAT CONTRIBUTED THE FINGERPRINTS.

REPORT DATE: 10/21/1992

MASTER NAME				SID	FBI	SOC			
HUCKEY, RANDALL DAVID				610087					
RACE	SEX	BIRTHDATE	HGT	WGT	EYES	HAIR	POB	FIF	MNU
W	M	02/04/1968	603	215	BLU	BLN	TN	X	

OTHER IDENTIFYING DATA

NAMES USED
 HUCKEY, RANDALL DAVID

BIRTHDATES SOC NUMBERS MISC NUMBERS
 02/04/1968

*** END OF RECORD ***

EDUCATION

Miami Dade Community College

October 1990 - May 1991, hours completed: 6 credit hours.

Community College of the Air Force

June 1987 - July 1991, hours completed: 29 credit hours.

Homestead Air Force Base, Florida

October 1990, F-16 Weapons System Maintenance Technician C/D
Difference, hours completed: 23.

March 1990, Noncommissioned Officer Preparatory Course, hours
completed: 72.

September 1987, Armament Maintenance Technician School, hours
completed: 60.

Lowry Air Force Base, Colorado

January - May 1987, Aircraft Armament Systems Specialist (F-16),
hours completed: 608.

Sunbright High School, Sunbright, Tennessee

Graduated 1986, General education and vocational school
specializing in Auto Body Mechanics.

MILITARY SERVICE

United States Air Force, U.S.A. December 1986 - July 1991.

Sergeant (E-4), Aircraft Armament Systems Specialist. Conduct
electrical systems checks and tests on weapons release systems,
load various types of weapons on F-16 aircraft and perform all
types of weapons maintenance of aircraft.

EMPLOYMENT EXPERIENCE

Homestead Air Force Base, 31 Aircraft Generation Squadron,
Homestead, Florida, June 1987 - June 1991.

F-16 Aircraft Armament Systems Specialist: Maintain, remove,
install and trouble shoot F-16 aircraft weapons equipment. Perform
electrical checks on weapons systems. In September 1988, became an
instructor/evaluator at Weapons Standardization Section, another
part of Aircraft Generation Squadron. Responsible for ensuring
that all weapons personnel are properly trained by providing

introductory and recurring training on aircraft weapons systems. Evaluate individual and three-man-load-crew's performance of weapons loading tasks. Initiate, maintain and monitor certification/qualification documents, ensuring that load crew proficiency training is accomplished. Also responsible for maintaining money and supplies for the section's snack bar.

Cutler Ridge Mall, Edward J. Debartolo Corporation, Miami, Florida, March 1991 - June 1991.

Mall Security Officer: Responsible for maintaining peace on mall property, working with Metro-Dade Police Department filing theft and other police reports, apprehending and detaining shoplifters and other mall regulation violators, and escorting mall management employees to banks and other deposit areas.

HONORS AND AWARDS

Homestead Air Force Base, Airman Performance Reports, 9/9 (excellent), each year consistently. Enlisted Performance Reports, 5/5 (excellent), each year consistently.

Weapons Standardization "Person of the Month", April 1991.

Vice President, Dan Quayle, "Letter of Appreciation" for outstanding support during his visit to Homestead Air Force Base January 1990.

Squadron Lead Crew of the Quarter, July - September 1990.

Aircraft Generation Squadron "Airman of the Month", July 1989.

Aircraft Generation Squadron "Airman of Distinction" July 1989.

Squadron Lead Crew of the Month, August and September 1989, September, October and November 1988.

Morale Welfare Recreation, Homestead Air Force Base, "Certificate of Appreciation" for outstanding support during Opa Locka Airport Air Show, October 1988.

INTERESTS

Hunting, Fishing martial arts, basketball and most outdoor sports activities.

REFERENCES

References will be furnished upon request.

Institute of Police Technology and Management

UNIVERSITY OF NORTH FLORIDA



This is to certify that

Trp. Randall Huckleby

has successfully completed the 40 hour course entitled

DWI INSTRUCTOR

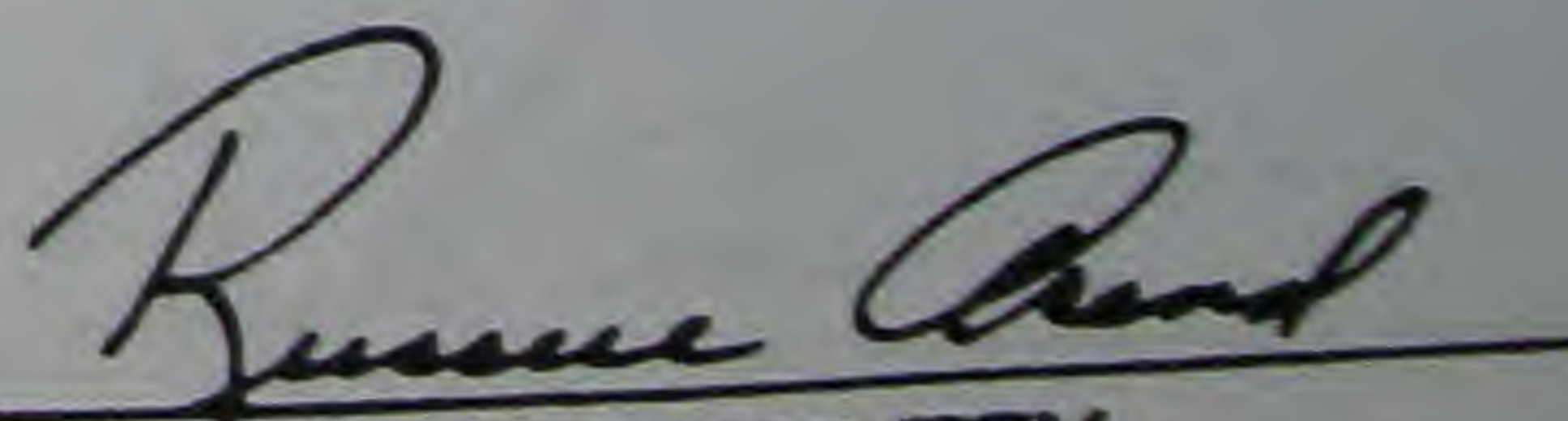
(National Highway Traffic Safety Administration Approved Instructor Training
in Horizontal Gaze Nystagmus Sobriety Test Procedures)

conducted in Nashville, Tennessee

October 19-23, 1998


COURSE DIRECTOR

N UNIVERSITY OF
NORTH
FLORIDA


DIRECTOR IPTM

CERTIFICATE OF ACHIEVEMENT

*The Tennessee Department of Safety Training Center
certifies that*

Trp. Randy Huckeby

has satisfactorily completed

***Basic Police Motorcycle Operations
Course***

July 25-29, 2005

Date

CAPTAIN J.R. [Signature]

Director

Tennessee Department of Safety Training Center

LT. [Signature]

Assistant Director

Tennessee Department of Safety Training Center

CERTIFICATE OF ACHIEVEMENT

*The Tennessee Department of Safety Training Center
certifies that*

Trp. Randy Huckeby

*has satisfactorily completed 40 hours of
Police Motorcycle Operator Recertification training.*

July 31-August 4, 2006

Date

CAPTAIN J.R. [Signature]
Director

Tennessee Department of Safety Training Center

TRP [Signature]
Class Adviser

Tennessee Department of Safety Training Center

Tennessee Highway Patrol Training Center

CERTIFICATE of ATTENDANCE



This is to certify that

Trp. Randall Huckleby
attended

Law Enforcement Officers Flying Armed

February 27, 2002

**and is awarded this certificate as evidence of
satisfactory completion of this course of training.**

St. Paul Haden
TRAINING SUPERVISOR

Charles J. Hume
DIRECTOR

TENNESSEE EMERGENCY MANAGEMENT AGENCY

*Presents this
Certificate of Completion
To*

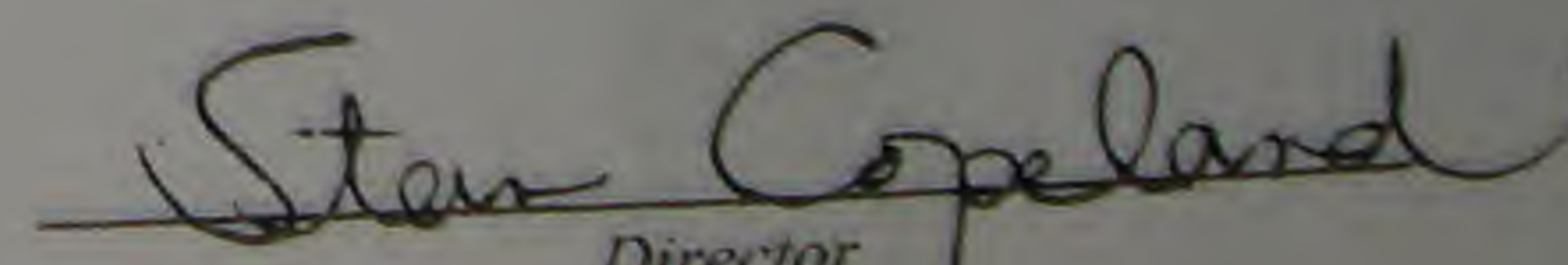
Randall D. Huckeby

for 16 hours of successful participation in

**EMERGENCY RESPONSE TO TERRORISM:
BASIC CONCEPTS**

Presented this 12th day of April, 2002


Course Instructor


Director
Planning & Training

State of Tennessee

Department of Safety

☆ To Increase
TECHNICAL KNOWLEDGE

☆ To Improve
PRACTICAL EFFICIENCY

RANDALL D. HUCKEY

Is awarded this certificate as evidence of the satisfactory completion
of a course of instruction in D.U.I. FIELD SOBRIETY afforded by the
Department of Safety from 8th day NOVEMBER 19 93 to the 10th
day of NOVEMBER 19 93

Sgt. J. R. [Signature]
SUPERVISOR/INSTRUCTOR

1st Lt. D. A. [Signature]
TRAINING OFFICER

Tennessee Bureau of Investigation

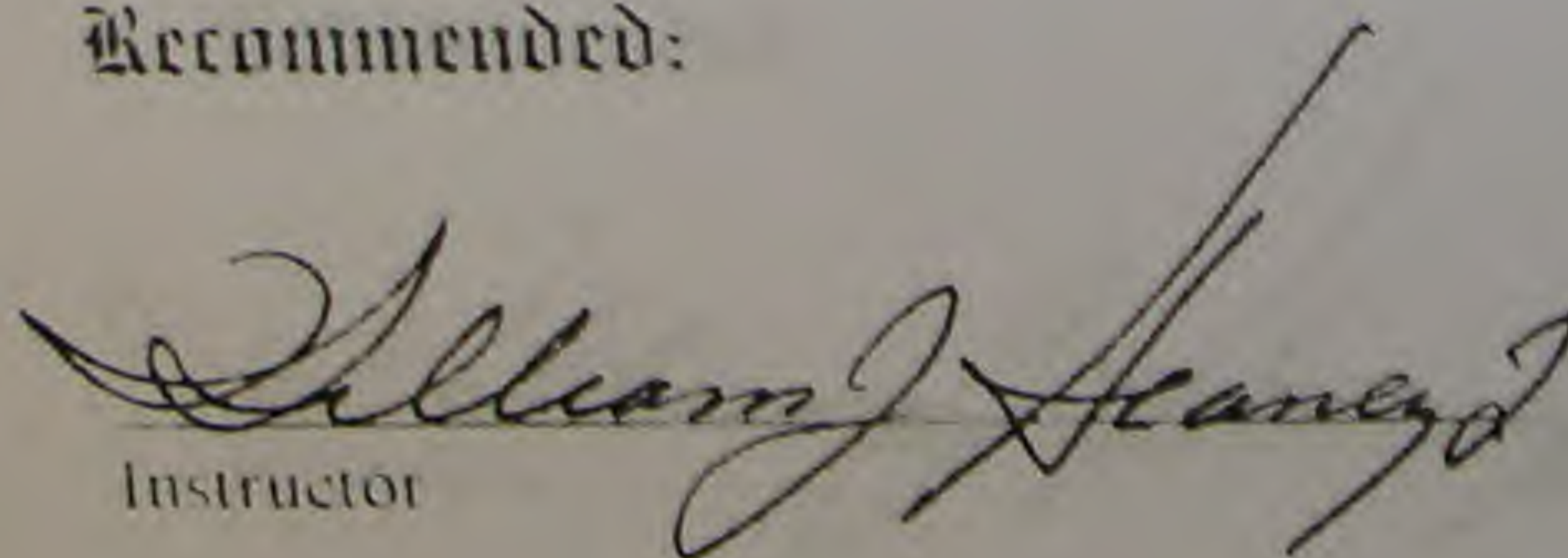


Issues This Certificate, Hereby Certifying That **RANDALL DAVID HUCKEY**

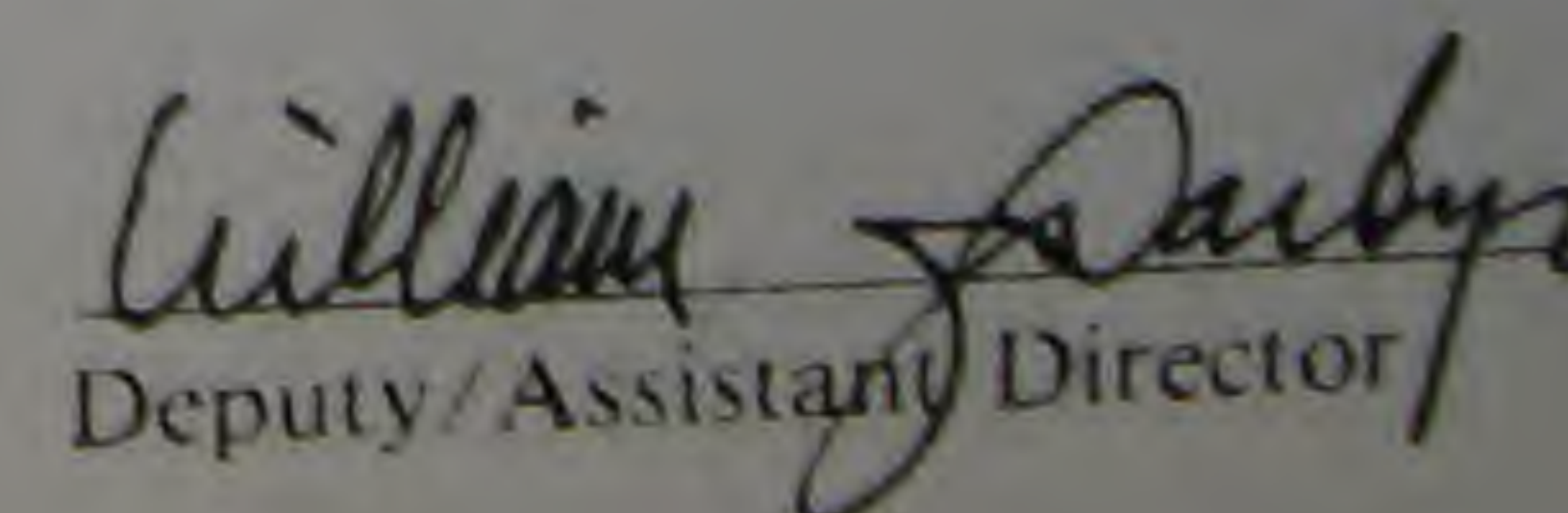
has completed a prescribed course of instruction by the Tennessee Bureau of Investigation in
INTOXIMETER 3000 AND INTOXIMETER EC-IR OPERATION

which is required by Bureau policy to meet and maintain standards for the performance of law
enforcement duties or required by law to be performed by or under the direction of the Bureau in
the furtherance of law enforcement.

Recommended:

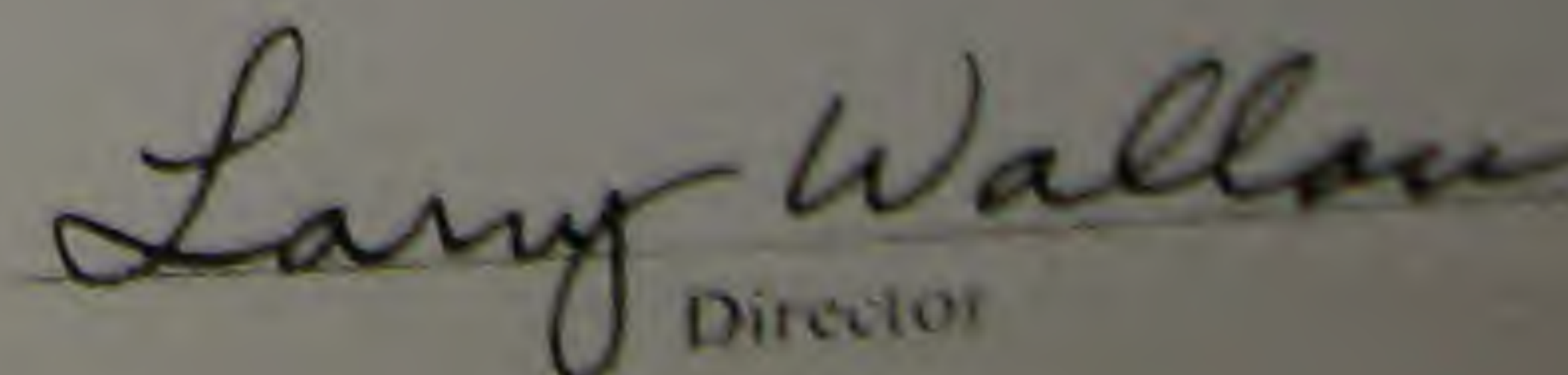

Instructor

Approved:


Deputy/Assistant Director

Executed this 13TH day of NOVEMBER, 1995




Director

Tennessee Bureau of Investigation



Issues This Certificate, Hereby Certifying That

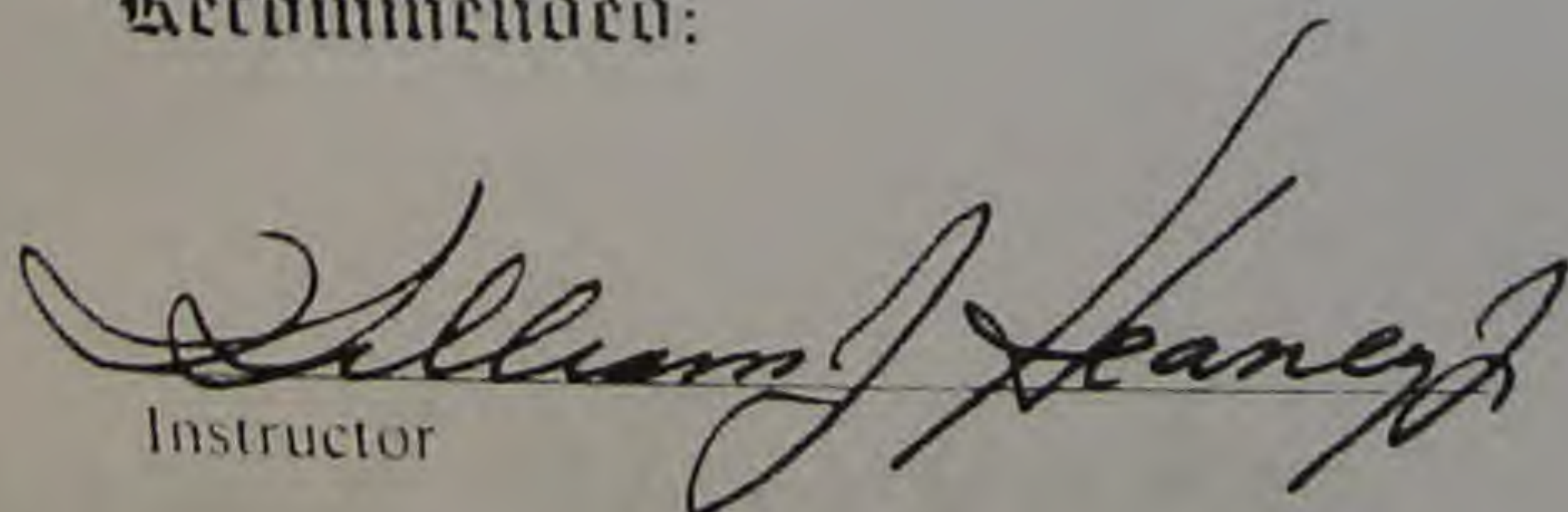
RANDALL DAVID HUCKEY

has completed a prescribed course of instruction by the Tennessee Bureau of Investigation in

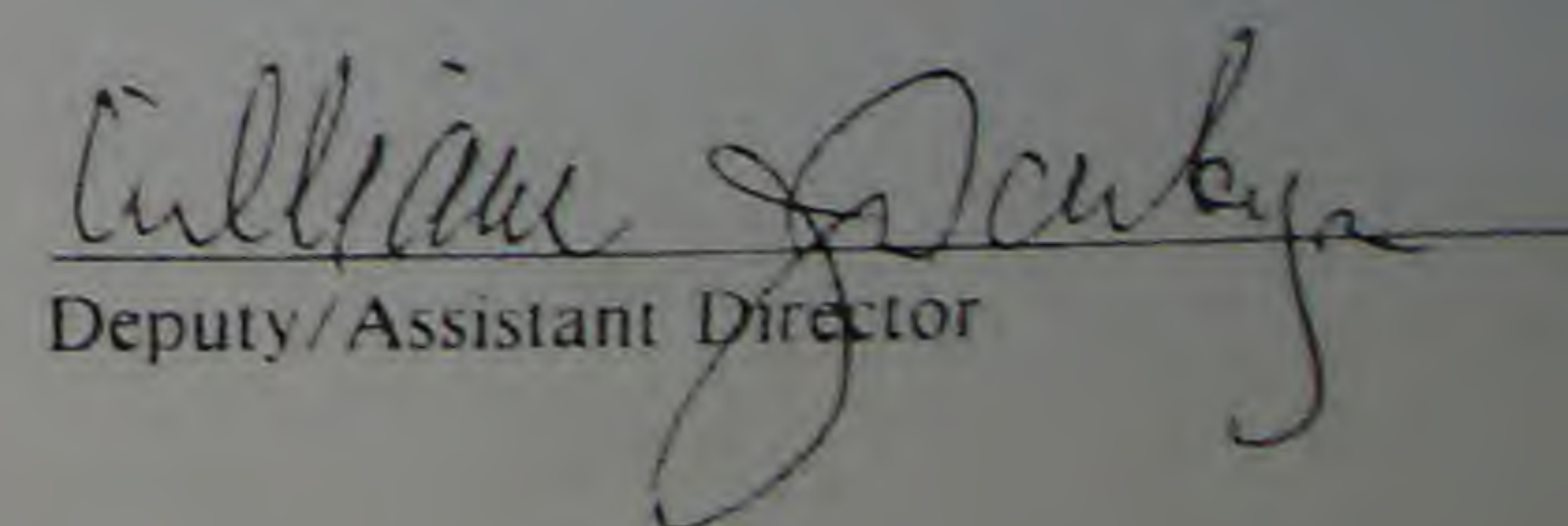
INTOXIMETER 3000 OPERATION

which is required by Bureau policy to meet and maintain standards for the performance of law enforcement duties or required by law to be performed by or under the direction of the Bureau in the furtherance of law enforcement.

Recommended:

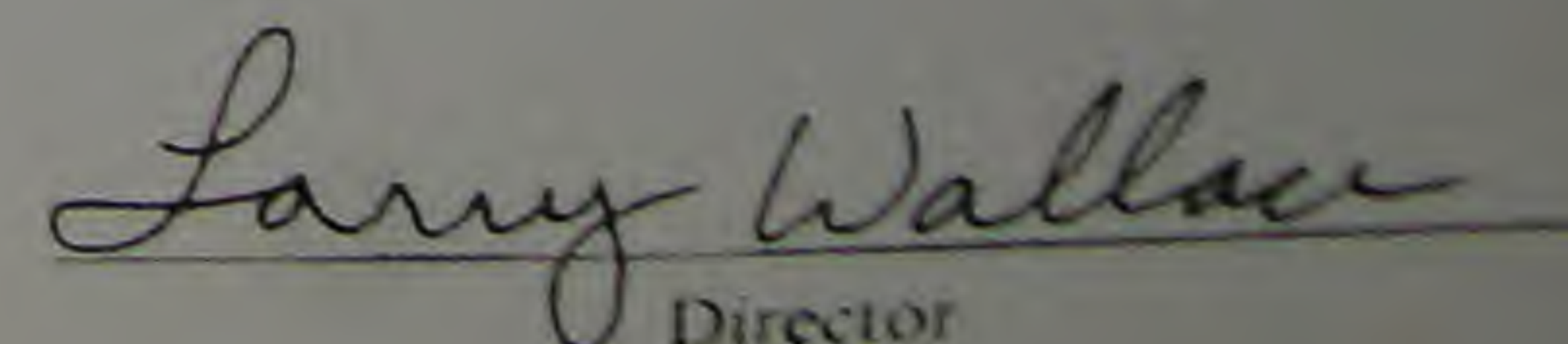

Instructor

Approved:


Deputy/Assistant Director

Executed this 13TH day of JUNE 1994.




Director

Tennessee Bureau of Investigation



Issues This Certificate, Hereby Certifying That
RANDALL D. HUCKEY

has completed a prescribed course of instruction by the Tennessee Bureau of Investigation in
INTOXIMETER EC-IR II OPERATION

which is required by Bureau policy to meet and maintain standards for the performance of law enforcement duties or required by law to be performed by or under the direction of the Bureau in the furtherance of law enforcement.

Recommended:

Dave M. Ferguson
Instructor

Approved:

Larry A. Wilder
Deputy/Assistant Director

Executed this 25th day of OCTOBER, 2005



W. A. L. L.
Director

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QPR



INSPECTION/DUPPLICATION OF RECORDS REQUEST

Requestor Instructions: To make a request for copies of public records fill in sections 1-5. Do not sign and date the signature line until the records are received.

Custodian Instructions: For requests to inspect, the records custodian is to fill in sections 1-6 and 9. For requests for copies or duplicates, the records custodian is to fill in sections 6-9. Do not sign and date the signature line until the records are delivered to the requestor.

Note: Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.

(FRONT)

1. Name of requestor: John Lee

(Print or Type; Initials of requestor are required for copy requests)

2. (If required) Form of identification provided:

☒ Photo ID issued by governmental entity including requestor's address

☐ Other: _____

3. Requestor's address and contact information: 437 Highlander Road, Grandview TN 37337; 865-332-5715

4. Request for: ☒ inspection/access ☒ copy/duplicate [previously inspected on _____ (date) or ☐ inspection waived]

5. Record(s) requested:

a. Type of record: ☐ Minutes

☐ Annual Report

☐ Annual Financial Statements

☐ Budget

☐ Employee file

☒ Other

b. Detailed Description of the record(s) including relevant date(s) and subject matter:

All Operation Manuals and training manuals for Stalker DSP RADAR used by TN Highway Patrol. -

All certification records, maintenance records, and daily logs for Stalker DSP RADAR used by Sgt Randall Huckleby in 2010.

6. Request submitted to: Tennessee Highway Patrol

(Name of Governmental Entity, Office or Agency)

a. Employee receiving request: X

(Print or Type and Initial)

b. Date and time request received: X

c. Response: ☐ Same day ☐ Other

7. Costs (if assessed):

a. Number of pages to be copied: _____

☐ Estimated

b. Cost

(1) per page letter or legal sized: ☐ \$ _____ (justification required if more than \$0.15) per black and white
☐ \$ _____ (justification required if more than \$0.50) per color;

(2) per page other sized or other medium: ☐ \$ _____ (justification required)

7. Costs continued:
- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): _____
- Labor at \$ _____ /hour for _____ hour(s).
- Labor at \$ _____ /hour for _____ hour(s).
- Labor at \$ _____ /hour for _____ hour(s).
- d. Programming cost to extract information requested: _____
- e. Method of delivery and cost: _____ ☐ Estimated
- ☐ On-site pick-up ☐ U.S. Postal Service ☐ Other: _____
- f. Estimate of total cost to produce request: _____
- g. Estimate provided to requestor: ☐ in person ☐ by U.S.P.S. ☐ by phone ☐ Other: _____

8. Payment:
- a. Form of payment: ☐ Cash ☐ Check ☐ Other _____
- b. Amount of payment: _____
- c. Date of payment: _____
- d. Actual cost (and adjustment if prepaid): _____

9. Date of: ☐ access to records _____ and/or ☐ delivery of copies: _____

Signature of Records Custodian Date

Signature of Requestor Date

RECEIVED
DEC 08 2010
DPR



INSPECTION/DUPPLICATION OF RECORDS REQUEST

Requestor Instructions: To make a request for copies of public records fill in sections 1-5. Do not sign and date the signature line until the records are received.

Custodian Instructions: For requests to inspect, the records custodian is to fill in sections 1-6 and 9. For requests for copies or duplicates, the records custodian is to fill in sections 6-9. Do not sign and date the signature line until the records are delivered to the requestor.

Note: Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.

(FRONT)

1. Name of requestor: John Lee
(Print or Type; Initials of requestor are required for copy requests)

2. (If required) Form of identification provided:
☒ Photo ID issued by governmental entity including requestor's address
☐ Other: _____

3. Requestor's address and contact information: 437 Highlander Road, Grandview TN 37337; 865-332-5715

4. Request for: ☒ inspection/access ☒ copy/duplicate [previously inspected on _____ (date) or ☐ inspection waived]

5. Record(s) requested:
a. Type of record: ☐ Minutes ☒ Annual Report ☐ Annual Financial Statements
☐ Budget ☒ Employee file ☐ Other
b. Detailed Description of the record(s) including relevant date(s) and subject matter:

Inspection of personnel file of Sgt Randall Huckaby; Inspection of all tickets, arrests, contacts by Sgt Randall Huckaby for 2010; Inspection of all annual "contact" statistic reports by THP for the past ten years, divided by counties; Inspection of all "contact" requirement memos for troopers in 2010;

6. Request submitted to: Tennessee Highway Patrol
(Name of Governmental Entity, Office or Agency)

a. Employee receiving request: X
(Print or Type and Initial)

b. Date and time request received: X

c. Response: ☐ Same day ☐ Other _____

7. Costs (if assessed):

a. Number of pages to be copied: _____ ☐ Estimated

b. Cost

(1) per page letter or legal sized: ☐ \$ _____ (justification required if more than \$0.15) per black and white
☐ \$ _____ (justification required if more than \$0.50) per color;

(2) per page other sized or other medium: ☐ \$ _____ (justification required)

7. Costs continued:
- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): _____
- Labor at \$ _____ /hour for _____ hour(s).
- Labor at \$ _____ /hour for _____ hour(s).
- Labor at \$ _____ /hour for _____ hour(s).
- d. Programming cost to extract information requested: _____
- e. Method of delivery and cost: _____ ☐ Estimated
- ☐ On-site pick-up ☐ U.S. Postal Service ☐ Other: _____
- f. Estimate of total cost to produce request: _____
- g. Estimate provided to requestor: ☐ in person ☐ by U.S.P.S. ☐ by phone ☐ Other: _____

8. Payment:
- a. Form of payment: ☐ Cash ☐ Check ☐ Other _____
- b. Amount of payment: _____
- c. Date of payment: _____
- d. Actual cost (and adjustment if prepaid): _____

9. Date of: ☐ access to records _____ and/or ☐ delivery of copies: _____

Signature of Records Custodian

Date

Signature of Requestor

Date



STATE OF TENNESSEE
DEPARTMENT OF SAFETY
1150 FOSTER AVENUE
NASHVILLE, TENNESSEE 37243

December 17, 2010

Mr. John Lee
437 Highlander Road
Grandview, TN 37337

Re: Public Records Act Request of December 8, 2010

Dear Mr. Lee:

The Department of Safety has received your Public Records Act Request on December 8, 2010, for any and all records related to the Operation Manuals and training manuals for DSP RADAR used by the Tennessee Highway Patrol and all certification records, maintenance records and daily logs for Stalker DSP RADAR used by Sgt. Randall Huckleby in 2010.

The Department is currently working to identify the responsive records. Because of the holiday, these records should be available for inspection in Nashville, TN on or after January 10, 2011 at the Foster Avenue Complex. The Department will notify you as soon as the records are available.

If the Department makes copies, the Department charges for records pursuant to the Schedule of Reasonable Charges promulgated by the Office of Open Records Counsel, available at:

[http://www.comptroller1.state.tn.us/openrecords/pdf/ScheduleofReasonableCharges\(final\)8.pdf](http://www.comptroller1.state.tn.us/openrecords/pdf/ScheduleofReasonableCharges(final)8.pdf).
The Department will notify you of the charges and such charges must be paid before the copies are made.

If you have any questions, please feel free to call me at 615-251-5114.

Sincerely,

Deborah Martin
Staff Attorney
Tennessee Department of Safety



STATE OF TENNESSEE
DEPARTMENT OF SAFETY
1150 FOSTER AVENUE
NASHVILLE, TENNESSEE 37243

December 17, 2010

Mr. John Lee
437 Highlander Road
Grandview, TN 37337

Re: Public Records Act Request of December 8, 2010

Dear Mr. Lee:

The Department of Safety has received your Public Records Act Request on December 8, 2010, for the personnel file of Sgt. Randall Huckaby; inspection of all tickets, arrests, contacts by Sgt. Randall Huckaby for 2010; inspection of all annual "contact" statistic reports by THP for the past ten years, divided by counties; and inspection of all "contact" requirement memos for troopers in 2010.

The Department is currently working to identify the responsive records. Because of the holiday, these records should be available for inspection in Nashville, TN on or after January 10, 2011 at the Foster Avenue Complex. The Department will notify you as soon as the records are available. However, some of the records that you requested may be available on line at the following addresses:

Activity Statistics - Citations Issued (most of these go back to 7-10 years)
http://state.tn.us/safety/stats/THP_Activity/default.html

Statewide Crash Statistics
<http://state.tn.us/safety/stats/CrashData/default.html>

TDOS Annual Reports (Some statistics are available in these reports. The last 7 years are available online.)
<http://state.tn.us/safety/stats/SpecialReports/default.html>

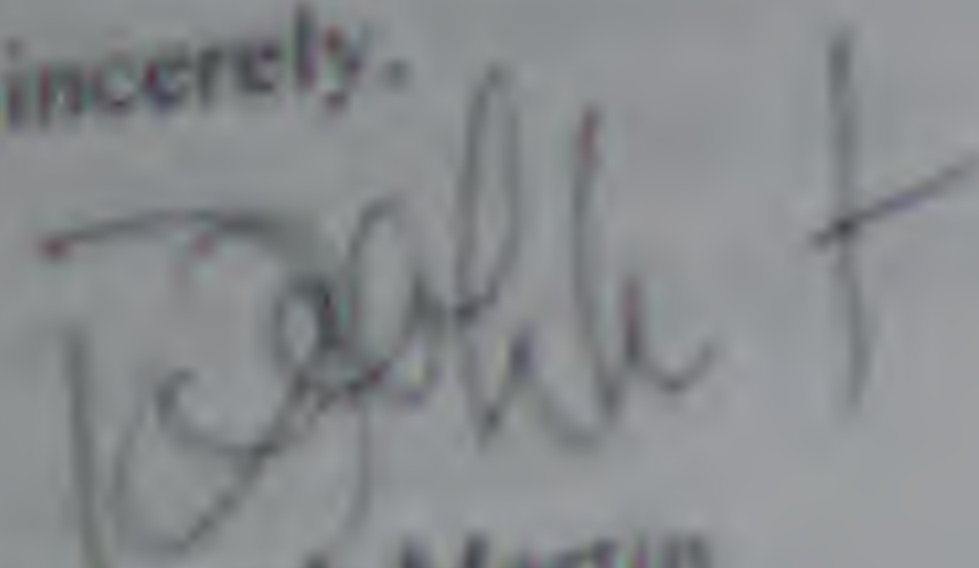
If the above records are responsive to your requests, please inform the Department, so that duplicate records are not tendered for your inspection or copying.

If the Department makes copies, the Department charges for records pursuant to the Schedule of Reasonable Charges promulgated by the Office of Open Records Counsel, available at:

[http://www.comptroller1.state.tn.us/openrecords/pdf/ScheduleofReasonableCharges\(final\)8.pdf](http://www.comptroller1.state.tn.us/openrecords/pdf/ScheduleofReasonableCharges(final)8.pdf).
The Department will notify you of the charges and such charges must be paid before the copies are made.

If you have any questions, please feel free to call me at 615-251-5114.

Sincerely,



Deborah Martin
Staff Attorney
Tennessee Department of Safety

Robert.T Johnson - Re: Public Records Act Request

From: Dennis Murray
To: Johnson, Robert.T
Date: 12/22/2010 4:57 PM
Subject: Re: Public Records Act Request
CC: Brooks, Jessie

Radar:
State # L51687
Serial # DC099107

Tuning Forks:
Serial # 25 MPH KA072036
40 MPH FB265280

If need anything else let me know.

Sergeant Dennis Murray
Administrative Sergeant
Tennessee Highway Patrol
7601 Kingston Pike
Knoxville, Tn 37919
Phone: 865-594-5806
Fax: 865-692-3139
Dennis.Murray@Tn.Gov



>>> Robert.T Johnson 12/22/2010 4:31 PM >>>
Lt. Brooks,

Mr. John Lee has submitted a Public Records Act Request for Sgt. Randall Huckleby's certification records, maintenance records, and daily logs for his assigned radar unit and tuning forks. Please e-mail or fax me the serial and state numbers for each item. Once I receive the state and serial numbers, I will gather the requested information from Captain Brown at Communications. Mr. Lee has been notified that his requested information should be available for inspection on or after January 10, 2011, at the Foster Ave Complex. Thank you for your time and assistance in this matter.

Sergeant Terrell Johnson
Tennessee Department of Safety
Office of Professional Responsibility
1150 Foster Ave.
Nashville, TN 37249
Office 615-251-5228
Fax 615-532-9310



RECEIVED

DEC 08 2010

QPR

**TENNESSEE HIGHWAY PATROL
FIRST DISTRICT**

7601 Kingston Pike
Knoxville, Tennessee 37919

Phone: (865) 594-5800

FAX (865) 594-5812

FAX TRANSMITTAL

DATE: 12 / 08 / 10 FAX# CALLED (615) 532 - 9310
TO: Capt. Betty Blair DIVISION/DEPT. OPR
FROM: Lt. Jessie Brooks DIVISION/DEPT. T.H.P. Knoxville

NUMBER OF PAGES, INCLUDING THIS PAGE 4

MESSAGE/INSTRUCTIONS:

RUSH- IMMEDIATE ACTION _____

FOR YOUR INFORMATION & FILES XXXX

PER OUR CONVERSATION _____

FOR YOUR APPROVAL _____

REVIEW & COMMENT _____

NOTE & RETURN _____

ANSWER DIRECT TO ME _____

INITIAL & PASS ON _____

ADDITIONAL INFORMATION/ INSTRUCTIONS:

